

LOCAL BANKRUPTCY RULES
OF THE
UNITED STATES BANKRUPTCY COURT
FOR THE
DISTRICT OF MARYLAND



Effective January 1, 2004

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**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND**

**ORDER IMPLEMENTING LOCAL BANKRUPTCY RULES
OF THE
UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND**

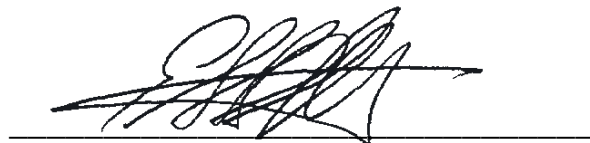
WHEREAS, the adoption of Case Management/Electronic Case Filing and other extensive changes in the practice of bankruptcy law have rendered it necessary to revise the existing Local Bankruptcy Rules that govern proceedings filed in this Court; and

WHEREAS, committees of the Bench and Bar of this Court have recommended that the Local Bankruptcy Rules of this Court be revised and adopted as herein ordered;

NOW, THEREFORE, it is hereby ORDERED, this 4th day of December, 2003, by the United States Bankruptcy Court for the District of Maryland, that effective the 1st day of January, 2004, the following Local Bankruptcy Rules shall be effective as to all proceedings pending in this Court on that date insofar as is just and practicable, and shall govern all proceedings in bankruptcy cases thereafter commenced in this Court. These Rules supplement the Federal Rules of Bankruptcy Procedure in effect January 1, 2004, and shall be cited as "MD LOCAL BANKRUPTCY RULES."


JAMES F. SCHNEIDER
Chief Judge


PAUL MANNES
Judge


E. STEPHEN DERBY
Judge


DUNCAN W. KEIR
Judge

UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF MARYLAND

FOREWORD

On behalf of the Bench and Bar of the United States Bankruptcy Court for the District of Maryland, I wish to thank the dedicated women and men responsible for the herculean task of producing these revised Local Bankruptcy Rules. The effort was spearheaded by Judges Paul Mannes and E. Stephen Derby, who comprise the Local Rules Committee of this Court. Over the course of two years, they drafted and redrafted needed revisions to the Local Rules in light of the advent of electronic case filing and numerous other innovations. In August 2003, their work in the form of a draft was submitted for comment to the Bar and the Public.

The Judges requested and received input and support from the Bankruptcy Bar Association's Committee on Local Rules, whose members included Paul-Michael Sweeney, Chairman; Merrill Cohen; Carrie B. Weinfeld; Julie A. Mack; Mark A. Neal; John D. Burns; James M. Hoffman; Brian M. Nestor; Rebecca E. Street; Alan D. Eisler; and Wendelin I. Lipp, President of the Association. Morton A. Faller and William L. Hallam made additional suggestions. The final draft was submitted by the Judges to Mark D. Sammons, Clerk of Court, who, with the help of Diane Hydovitz, Program Analyst, spent countless hours preparing the final version for publication.

The major revisions contained in this edition of the Local Rules are summarized in the Introduction that follows. There are no comments on minor grammatical or stylistic changes.

These Local Rules are effective as of January 1, 2004, and are applicable to all proceedings pending in this Court on that date insofar as is just and practicable, and shall govern all proceedings in bankruptcy cases commenced in this Court on and after that date.

James F. Schneider
Chief Judge

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SUMMARY OF CHANGES
TO LOCAL BANKRUPTCY RULES
Effective January 1, 2004

Since the last published edition of the Local Bankruptcy Rules effective March 1, 2001, there have been numerous changes in the way the Court handles its affairs. Most notable is the implementation of CM/ECF that will in time lead to the paperless Court. In addition, the Court has streamlined various procedures, particularly with respect to avoidance of security interests and judgments and valuation of property. The following is a list of the significant changes:

RULE 1002-1(a) - This Rule has been changed so as to be compatible to the ECF process. Unlike a paper petition, the Clerk is unable to reject an electronic petition. An electronic petition will be dismissed without a hearing if it falls into any of the seven (7) categories described.

RULE 1002-1(b) - This Rule is changed to modify the time for remedying deficient papers to ten (10) calendar days.

RULE 1004-1 - This Rule has been modified because of the revision of Federal Bankruptcy Rule 1004, effective December 1, 2002.

RULE 1007-1, etc. - The former Rule has been modified to provide for more complete notice to creditors originally omitted or listed incorrectly.

RULE 1014-1 - This Rule has been deleted as redundant of the Local Rules of the United States District Court for the District of Maryland that are contained in Appendix B to these Local Rules.

RULE 3003-1 - This new Rule provides a bar date for filing proofs of claim in Chapter 11.

RULE 3003-2 - Requires wage creditors to submit full social security numbers to the appointed trustee.

RULE 3012-1 - This Rule has been modified so as to make it applicable only to liens on the Chapter 13 debtor's principal residence. The time for response has been extended from twenty-five (25) to thirty (30) days.

RULE 3012-2 - This is a new Rule applicable in Chapter 13 cases for the valuation of collateral and avoidance of non-residential liens. The procedure tracks the procedure used for residential liens.

RULE 3015-1 - This Rule has been amended to have debtors file Chapter 13 plans that conform to Local Bankruptcy Form M, unless compelling circumstances require deviation.

RULE 3015-2(b) - This Rule has been amended to set a date by which objections to Chapter 13 plans must be filed.

RULE 3017-1(c) - This Rule has been changed to require the filing of objections to Chapter 11(a) Disclosure Statements at least two (2) business days before the date set for the confirmation hearing.

RULE 3022-1(c) - This Rule implements the Court's new Local Bankruptcy Form N, the Motion for a Final Decree in a case under Chapter 11.

RULE 3070-1(a) - Has been amended to provide that there is a presumption that debtors are providing adequate protection by continuing to make payments to secured creditors after filing.

RULE 4001-2 - This is a new Rule requiring that a party seeking relief from the stay file and serve a history of payments received post-petition upon the debtor where the motion is based in whole or part upon failure to receive post-petition payments.

RULE 4001-3 - This is a new Rule requiring a party obtaining relief from the automatic stay and consummating a foreclosure to provide certain information to the trustee and to the state court Auditor.

RULE 4001-4 - This governs applications to refinance loans and creates a process where parties may select a hearing.

RULE 4003-1 - This Rule governing objections to claims of exemption creates a procedure where parties select a hearing date.

RULE 4003-2(b)(3) - This Rule requires that motions for avoidance of liens under § 522(f) be served in the same fashion as objections to proofs of claim.

RULE 5001-2(b) - The “Night Box” procedure has been modified with respect to the file dating of non-emergency matters.

RULE 5003-1 - This Rule has been deleted as a result of ECF.

RULE 5005-1 - This Rule has been deleted for the most part because of ECF. However, certain requirements are restated in Rule 9004-1 concerning the format of pleadings.

RULE 6004-1 - This Rule governing the procedure for sale of estate property has been augmented so as to allow parties to select a date for a hearing if a timely objection is filed.

RULE 6070-1 - This Rule has been amended to eliminate the authority of taxing authorities to deliver tax refunds directly to debtors.

RULE 7003-1 - This Rule has been modified to require the filing of an adversary cover sheet only by a party not represented by an authorized user of the ECF system.

RULE 7026-1(i) - This Rule deals with paying costs of copies of documents produced for inspection.

RULE 9004-1 - This Rule concerns the format of papers in order to facilitate the ECF system.

RULE 9010-4 - This Rule has been changed to eliminate the necessity of obtaining a court order where a successor attorney has entered an appearance.

RULE 9011-2 - This Rule governs signing of electronically transmitted pleadings.

RULE 9011-3 - This Rule requires the person filing by electronic means to retain the paper containing the original signature for a period of three (3) years after the bankruptcy case is closed.

RULE 9013-3 - This Rule has been modified so as to eliminate the requirement for filing the Order for Relief from Stay with the Motion for Relief from Stay.

RULE 9013-5 - This Rule is a restatement of former Rule 9013-4(d) and (e) dealing with responsibility for proper service.

New Local Bankruptcy Forms

LBF K - This form implements Local Bankruptcy Rule 3012-2 dealing with evaluation of collateral.

LBF L - This form is a proposed Order to implement Local Bankruptcy Rule 3012-2.

LBF M - This form is the mandatory Chapter 13 Plan.

LBF N - This form is for filing a Final Report and Motion for a Final Decree in a case under Chapter 11.

**UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND
GENERAL INFORMATION**

Effective as of January 2004

Web address: www.mdb.uscourts.gov

COURT ADDRESSES:

Baltimore Division

U.S. Bankruptcy Court
101 West Lombard Street, Suite 8308
Baltimore, Maryland 21201

Greenbelt Division

U.S. Bankruptcy Court
6500 Cherrywood Lane, Suite 300
Greenbelt, Maryland 20770

JUDGES OF THE COURT:

Baltimore Division

Hon. James F. Schneider, Chief Judge
Hon. E. Stephen Derby

Greenbelt Division

Hon. Paul Mannes
Hon. Duncan W. Keir

Clerk of the Court:

Mark D. Sammons

Jeanne Brennan, Chief Deputy

Betty Giddings, Division Manager, Greenbelt Division

Lionel Moore, Division Manager, Baltimore Division

SCHEDULE OF FEES

All instruments of payment must be payable to: Clerk, U.S. Bankruptcy Court
(Personal Checks Not Accepted)

Chapter 7 Petition.....	\$209.00	Retrieval of Record from Records Center (per case)..<	\$ 45.00
Chapter 13 Petition.....	\$194.00	Return Check Charge.....	\$ 45.00
Chapter 11 Petition.....	\$839.00	Creditor Schedule Amendment (each).....	\$ 26.00
		Registration of Judgment from another District.....	\$ 39.00
		Reproduction of Tape Recordings.....	\$ 26.00
		Search Fee (Per Item-Written Request Only).....	\$ 26.00
<u>Motion to Reopen Cases</u>		Certifying Document or Paper (Per Document:.....	\$ 9.00
Chapter 7 & 13.....	\$155.00	Does not include cost of Copywork Per Page).....	\$.50
Chapter 11.....	\$800.00	Exemplification.....	\$ 18.00
Conversion to Chapter 7..	\$ 15.00	Deconsolidation Fee for Chapter 7 or 13.....	\$155.00
Conversion to Chapter 11..	\$645.00	Printing from Public Terminals (per page).....	\$.10
Foreign Subpoena.....	\$ 39.00	Withdrawal of Reference.....	\$150.00
Adversary Proceeding.....	\$150.00	Pro Hac Vice Admission.....	\$ 50.00
Notice of Removal.....	\$150.00	Appeals & Cross Appeals.....	\$255.00
Lift Stay Motions.....	\$150.00		

FEES NOT ALL INCLUSIVE - See 28 U.S.C. §§ 1914 and 1930

OFFICE HOURS

The office of the clerk is open daily, **8:00 a.m. to 4:00 p.m.**, except Saturday, Sunday and Legal holidays.

TELEPHONE NUMBERS

General Information Numbers

Baltimore Division	410-962-2688
Greenbelt Division	301-344-8018
VCIS (Baltimore and Greenbelt)	1-800-829-0145
PACER (On-Line Access Read Only)	1-800-927-0474
Document Technologies (Copy Service)	
Baltimore	410-837-0409
Greenbelt	301-982-4216

NIGHT DROP BOX

A Night Drop Box is available for **emergencies only** during the following hours, excluding holidays:

Greenbelt: Monday through Friday 4:00 p.m. until 7:00 p.m.
Baltimore: Monday through Friday 4:00 p.m. until midnight

U.S. TRUSTEE

Mark A. Neal (410-962-3910)
Assistant U.S. Trustee
Office of U.S. Trustee
300 West Pratt Street, Suite 350
Baltimore, Maryland 21201

John Daugherty (301-344-6216)
Assistant U.S. Trustee
Office of U.S. Trustee
6305 Ivy Lane, Suite 600
Greenbelt, Maryland 20770

CHAPTER 13 STANDING TRUSTEES

Baltimore Division

Ellen W. Cosby (410-825-5923)
P.O. Box 20016
Baltimore, Maryland 21284-0016

Joel Goldberger (410-766-9665)
7310 Ritchie Highway, Suite 715
Glen Burnie, Maryland 21061

Greenbelt Division

Timothy P. Branigan (301-483-9118)
P.O. Box 1902
Laurel, Maryland 20725-1902

Nancy L. Spencer Grigsby (301-805-4700)
P.O. Box 958
Bowie, Maryland 20718-0598

FILING REQUIREMENTS

Chapters 7 and 13

One copy of Petition and list of creditors. If plan is filed with Chapter 13, one copy.

Chapter 11

One copy of Petition, list of creditors, list of 20 largest unsecured creditors, Exhibit A, and if corporation, a corporate resolution.

The above Petitions are required to have a matrix and an attorney's fee disclosure, if represented by counsel.

If filing complete Petition, package should consist of Petition, Schedules A-J and Statement of Financial Affairs.

Adversary Filings

Complaint and (if filing hard copy) Cover Sheet.

Mailing Matrix

See page x.

For a complete, updated listing of individual case assignments by digit, please visit our website, www.mdb.uscourts.gov, and click on Case Info.

Baltimore Transcript/Tape Requests

Evelyn Faucette	0935
Susan Fitzpatrick	4672
Evelyn Mann	2370

Greenbelt Transcript/Tape Requests

Denita Brooks	3328
Maggie Ferere	3318
Rita Hester	3495

MAILING MATRIX GUIDE

The following is a list of guidelines and recommendations for creating a perfect Mailing Matrix.

The creditor matrix must be computer generated and saved to a 3.5" floppy disk in a text format that can be read on IBM compatible computers. Unlike the previous format that required a certain paper size, paper weight, or font size, the electronic version of the matrix is much easier to produce and submission to the court via diskette greatly reduces the number of noticing errors.

Matrix Format

- Complete address, clearly typed
- Left justified in a single column down the left edge of the page
- Each creditor's address must be single-spaced
- Single-space between each address

Addressing

Each creditor entry must consist of no more than five total lines. Standard English format is preferred; i.e. first letters of proper names are capitalized, all others are in lower case. The address must include:

- Creditor's name
- Creditor's street address
- Creditor's, city, state and zip code. (Include a comma between city and state; state must appear in a two letter, capitalized format). The city, state and zip code must all appear together on the final line of each creditor's address.

Other Matrix considerations

- Pursuant to Local Bankruptcy Rule 1007-1(d), the court requires a verification indicating that the listing is a true and accurate list of all creditors. It must be dated and signed by the debtor.
- Do not include account numbers in any part of the address.
- Do not include the address for the debtor or debtor's attorney in the mailing matrix.
- Do not include any taxing authorities unless monies are owed. The information is mailed separately by the court.
- In order to avoid needless duplication, the "Supplemental List of Creditors" must include only the creditors not appearing on the previously filed list(s).

Electronic Format

- The court requires a matrix on 3.5” floppy prepared on an IBM compatible computer.
- The court cannot read diskettes created on a Macintosh computer.
- The file name of the matrix should be the debtor’s last name and first initial. (i.e. WhiteM.TXT)
- If you are filing multiple cases, you can store more than one matrix on the same diskette.
- You can use any word processor to create the list.

Examples

MBNA America
PO Box 15019
Wilmington, DE 19886-5019

Wells Fargo Financial
5 Gateway Drive
Suite 5000
Columbia, MD 21046

CountryWide Home Loans
Mortgage Collections
1757 Tapo Canyon Road
Simi Valley, CA 93063

THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND

LOCAL BANKRUPTCY RULES

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PART I

RULE 1002-1 PETITION - GENERAL

(a) The petition will be dismissed without a hearing if:

(1) the petition is not signed by the debtor(s);

(2) the party filing the petition neither pays the prescribed filing fee with the petition nor files with the petition an application to pay the required fee in installments, if eligible to do so;

(3) the debtor does not file the master mailing matrix with the petition;

(4) a Chapter 11 debtor does not file the list of twenty (20) largest unsecured creditors with the petition;

(5) the petition is submitted by a debtor who is not an individual and is not represented by an attorney who is a member of the bar of the District Court; or

(6) the petition is submitted by a person who, under either 11 U.S.C. § 109(g) or an order of court, may not be a debtor at the time of the submission of the petition.

(7) a voluntary petition is filed without the debtor's social security number being provided.

(b) Other Deficient Petitions and Papers - Notice of Deficient Filing. The Clerk can issue a notice:

(1) specifying deficiencies - except those described in subsection (a) - in the petition, schedules, and associated papers; and

(2) stating that the petition, schedule or associated papers may be stricken or the case dismissed if the deficiencies are not corrected within ten (10) days after the date of issuance of the deficiency notice.

RULE 1004-1 VOLUNTARY PETITION - PARTNERSHIP

A person filing a bankruptcy case for a partnership must file a certificate that the filing is authorized under the partnership agreement and applicable law.

RULE 1006-1 FILING FEES - INSTALLMENT PAYMENTS

(a) Tender of Payment. The filing fee may be paid in cash or by cashier's check, certified check or negotiable money order made payable to "Clerk, United States Bankruptcy Court." Only counsel may pay filing fees by credit card. Payment by counsel's check will be accepted only if the check is drawn on the account of the attorney for the debtor or on the account of a law firm of which the attorney for the debtor is a member, partner, associate or of counsel. The Clerk shall maintain a list of attorneys and law firms whose checks have been dishonored and may refuse to accept the checks of such attorneys or firms.

(b) Payment of Fees in Installments. The Clerk may approve for the court an application by an individual to pay the filing and administrative fees in installments that proposes a payment plan with minimum payments in accordance with the following schedule:

	At Filing	Within 30 Days After Filing	Within 60 Days After Filing	Within 90 Days After Filing
Chapter 7	25%	25%	25%	25%
Chapter 11	50%	50%	--	--
Chapter 12	25%	25%	25%	25%
Chapter 13	25%	25%	25%	25%

RULE 1007-1 MAILING LIST OR MATRIX

(a) Matrix Contents. A debtor must file with the voluntary petition a master mailing matrix containing the names and addresses of the debtor and all creditors. In a case under Chapter 11, the debtor must include in the matrix the taxing authority for each county in which the debtor holds an interest in real estate.

(b) Matrix Form. The master mailing matrix must be submitted in the form required by the Clerk.

(c) Supplemental Matrix. The debtor must file a supplemental mailing matrix with any schedule or amended schedule that contains a change in address or an entity entitled to notice or adds the names of an entity not listed on the original matrix. If a scheduled creditor was omitted from, or incorrectly listed on, the

mailing matrix, the debtor must file a supplemental mailing matrix that corrects the error promptly after it is discovered. The supplemental matrix must conform to the form required by the Clerk.

(d) Verification. The master mailing matrix and any supplemental matrix must be dated and verified. The verification must state that to the best of the affiant's knowledge, information and belief, the matrices are accurate and complete.

RULE 1007-2 VERIFICATION OF AUTHORITY TO FILE - CORPORATIONS

A certified copy of the resolution authorizing the filing of the bankruptcy petition must be filed with a corporate debtor's voluntary petition. The resolution must show approval by the corporate body empowered by applicable law to authorize filing a bankruptcy petition.

RULE 1007-3 NOTICE TO CREDITORS OMITTED FROM OR INCORRECTLY LISTED ON MASTER MAILING MATRIX

If a debtor files schedules or a supplemental mailing matrix after filing the petition, and if the debtor's schedules or a supplemental mailing matrix include one or more creditors that were not included, or were listed incorrectly, on the debtor's master mailing matrix filed with the petition, a debtor must comply with the following procedures:

(a) Notice to Creditors. The debtor must send to each creditor that is added or whose address is corrected:

(1) a copy of the original Notice for Meeting of Creditors, and

(2) a copy of each order that establishes or extends a bar date for claims or for complaints to determine the dischargeability of certain debts or to object to the discharge of the debtor.

(b) Certificate of Compliance. With the schedules and supplemental mailing matrix, the debtor must file a certificate of compliance with this Rule, together with a dated and clearly titled supplemental mailing matrix that lists only the names and correct mailing addresses of each newly scheduled creditor.

RULES 1009-1 AMENDMENTS TO LISTS AND SCHEDULES

When filing amended schedules that add previously unscheduled creditors, a debtor must comply with the following procedures:

(a) Notice to United States Trustee. The debtor must send a copy of the amended schedule to the Office of the United States Trustee and to any trustee appointed in the case.

(b) Notice to Creditors. The debtor must send to each creditor added or whose status is changed by the amended schedule:

(1) a copy of the amended schedule;

(2) a copy of the original Notice for Meeting of Creditors; and

(3) a copy of each order that establishes or extends a bar date for claims or for complaints to determine the dischargeability of certain debts or to object to the discharge of the debtor.

(c) Certificate of Compliance. With the amended schedule, the debtor must file a certificate of compliance with this Rule, together with a dated and clearly titled supplemental mailing matrix that lists only the names and correct mailing addresses of all newly scheduled creditors.

RULE 1015-1 JOINT ADMINISTRATION/CONSOLIDATION

The estates of spouses filing a joint petition will be deemed consolidated under § 302(b) of the Bankruptcy Code unless otherwise ordered on the motion of a party in interest made within thirty (30) days after conclusion of the meeting of creditors held under § 341 of the Bankruptcy Code.

RULE 1017-1 DISMISSAL OR SUSPENSION OF CASE OR PROCEEDING

The court may dismiss any case on its own motion for failure of the debtor to file timely a required document, such as the Statement of Financial Affairs, a Schedule, the Statement of Intention under Bankruptcy Code § 521, a matrix or a Chapter 13 Plan, or for failure to pay an installment of the filing fee. The dismissal may be entered after ten (10) days' notice to the debtor,

counsel to the debtor, and the United States Trustee and an opportunity for hearing.

PART II

RULE 2002-1 NOTICE TO CREDITORS AND OTHER INTERESTED PARTIES

(a) Noticing Period. A debtor, creditor, official committee, and any other party in interest sending a notice of proposed action to other parties in interest must give recipients no less than twenty (20) days from the date of completion of service to file an objection to the action described in the notice, unless the Federal Bankruptcy Rules specifically require a different time or unless otherwise ordered by the court or these Rules.

(b) Content. In addition to the information required by specific notices, notices must contain sufficient information to enable a party in interest to make a reasonably well-informed decision whether to object to the action proposed in the notice. The notice must state: (1) the date by when objections must be filed; (2) the person upon whom objections must be served; (3) that the proposed action may be authorized without further order or notice if no timely objection is filed; (4) that the court, in its discretion, may conduct a hearing or determine the matter without a hearing regardless of whether an objection is filed; (5) that an objection must state the facts and legal grounds on which the objection is based; and (6) the name of the party giving notice or its attorney, together with the address and the telephone number of the party to be contacted if parties in interest have questions

regarding the subject of the notice. A notice may not state that an objecting party must attend a court hearing in support of any objection made.

(c) Certificate of Service. A party must file a certificate of service of a notice given under these Rules or the Federal Bankruptcy Rules within five (5) days after completion of service.

(d) Content of Objections. An objecting party must state the authority for the objection either in its filed objection or in an accompanying memorandum of fact and law. An objecting party must certify that copies of the objection and of any supporting memorandum have been sent to the opposing party or parties and their counsel.

(e) Sales Notices.

See Local Bankruptcy Rule 6004-1.

(f) Technical Requirements for Notices. A party sending a notice must show the date of completion of service conspicuously on the face of the notice.

(g) Limitation of Notice - Chapter 7. Notices to creditors in cases under Chapter 7 required by Federal Bankruptcy Rule 2002(a) may be limited as provided under Federal Bankruptcy Rule 2002(h) to (1) creditors that hold claims for which proofs of claim have been filed and (2) such other creditors who may file timely claims.

(h) Limitation of Notice - Chapter 11. In Chapter 11 cases, where official committees are appointed and the number of creditors exceeds thirty (30), notices of the actions described below can be limited to the debtor, the United States Trustee, the members of all official committees or committee counsel, if appointed, and to those creditors and equity security holders who file and serve on counsel for the debtor a written request for notices:

(1) the proposed use, sale or lease of property of the estate other than in the ordinary course of business;

(2) the hearing on the approval of a compromise or settlement of a controversy -- other than the approval of an agreement pursuant to Federal Bankruptcy Rule 4001(d);

(3) a hearing on an application for compensation or reimbursement of expenses; and

(4) such other notices as the court orders.

(i) Voluntary Dismissal - Chapter 7 and 11. Notices of a motion by debtor to dismiss a voluntary case under Chapter 7 or 11 must be sent to all parties in interest.

(j) Continued Meetings and Hearings. If a hearing or meeting of creditors is continued or rescheduled at the request of a party, or for reason of the failure of a party to appear or comply with applicable law or rules, that party must send notice of the continued or rescheduled hearing or meeting by the fastest means to

avoid inconvenience to other parties entitled to notice. The party must file a certificate of service of that notice.

RULE 2004-1 EXAMINATIONS UNDER FEDERAL BANKRUPTCY RULE 2004

(a) Production Request Limits. A party in interest may not request or compel an entity being examined under Federal Bankruptcy Rule 2004 to respond to more than thirty (30) requests for production.

(b) Smoking During Examinations Prohibited. No one can smoke in a room where an examination is being conducted, unless all persons agree.

(c) Examination and Production to Proceed Despite Existence of Disputes. An examination or production dispute as to one matter does not justify delay in taking an examination or responding to other examination or production requests, unless otherwise ordered by the court.

(d) Examination Guidelines. The court's Discovery Guidelines set forth in Appendix C govern scheduling and the conduct of examinations and requests for production, unless they are not applicable in context.

(e) Conference of Counsel Required. Counsel must confer concerning an examination or production dispute and make good faith attempts to resolve an examination or production dispute. The court

will not consider a motion to compel or for sanctions unless the moving party has filed a certificate stating:

(1) the date, time, and place of a dispute resolution conference; the names of all persons participating; and any unresolved issues remaining; or

(2) the moving party's attempts to hold such a conference without success.

(f) Copying Expenses. A party in interest requesting copies of documents that were produced for inspection under Federal Bankruptcy Rule 2004 must pay the actual, reasonable costs of copying.

RULE 2015-1 COMPENSATION BY DEBTOR IN CHAPTER 11

(a) The rate of compensation paid by debtor in possession to its officers, directors or partners shall not exceed the rate of compensation paid to those persons ninety (90) days prior to the filing of the petition, unless otherwise ordered by the court.

(b) The debtor shall file a statement containing the following information within twenty (20) days after filing a petition in a Chapter 11 case:

(1) a statement specifying the duties and positions of the following:

- (A) the debtor, if an individual;
 - (B) the members of the partnership;
 - (C) the officers and directors of the corporation, and any other insiders;
- (2) the rate of compensation paid to each ninety (90) days prior to and at the time of the filing of the petition; and,
- (3) the rate of compensation of each as of the time the statement is filed.

RULE 2016-1 COMPENSATION OF PROFESSIONALS

(a) Applications for Compensation by Professionals. Unless the court orders otherwise, all professionals seeking compensation pursuant to Bankruptcy Code §§ 327, 328, 330, and 331, including attorneys, accountants, examiners, investment bankers and real estate advisors, must prepare and submit their applications for compensation in accordance with the Guidelines attached as Appendix D to these Rules.

(b) Disclosure of Compensation. The attorney for the debtor must file a Federal Bankruptcy Rule 2016(b) disclosure statement with the petition. If the debtor's attorney's appearance is entered after the filing of the petition, the attorney must file the Federal Bankruptcy Rule 2016(b) disclosure statement at the time of entry of appearance.

RULE 2070-1 ADMINISTRATIVE EXPENSES

Motions for the allowance or payment of administrative expenses must be served upon the trustee, any committee elected under § 705 or appointed under § 1102 of the Bankruptcy Code or its authorized agent, or in a Chapter 11 case, if no committee of unsecured creditors has been appointed, to those creditors on the list filed pursuant to Federal Bankruptcy Rule 1007(d), the United States Trustee, and to those parties in interest who have filed written requests for notice.

RULE 2072-1 NOTICE TO OTHER COURTS WITH PENDING ACTIONS

The debtor or other party filing a bankruptcy case must promptly send notice conforming to Local Bankruptcy Form A of the bankruptcy filing to the following persons:

- (a) the clerk of any court where the debtor is a party to a pending civil action and all parties of record; and
- (b) any judge specially assigned to a pending civil action in which the debtor is a party.

RULE 2081-1 CHAPTER 11 - SCHEDULED CLAIMS

The debtor in a Chapter 11 case must serve on each creditor whose claim is listed on a schedule as disputed, contingent, or unliquidated, notice of that listing within fifteen (15) days after filing the schedule or within fifteen (15) days after adding a

disputed creditor to a previously filed schedule. The notice must state that such creditor has the right to file a proof of claim and the failure to do so timely may prevent the creditor from voting on a plan or participating in any distribution. The debtor must file a certificate of service of the notice within five (5) days of service.

RULE 2081-2 CHAPTER 11 ACCELERATED CASES - CHAPTER 11(a)

(a) Designation of Chapter 11(a) Cases. In a case other than one commenced as a small business case or a single-asset real estate case, the court, with or without motion or notice, for cause appearing, may designate a Chapter 11 case for accelerated treatment. A Chapter 11 case designated for accelerated treatment is referred to in these Rules as a "Chapter 11(a) case."

(b) Reconsideration. A party in interest can, at any time, request that the court reconsider a Chapter 11(a) designation; and the court, for cause appearing, can at any time, with or without motion or notice, rescind a Chapter 11(a) designation.

(c) Cross References. See Local Bankruptcy Rules 3014-1, 3016-1, 3016-2, and 3017-1.

PART III

RULE 3003-1 TIME FOR FILING PROOFS OF CLAIM IN CHAPTER 11 CASES

In a Chapter 11 case a proof of claim is timely filed if it is filed not later than ninety (90) days after the first date set for the meeting of creditors under 11 U.S.C. § 341(a), unless a different date is fixed by the court.

Rule 3003-2 WAGE CLAIMANTS

A wage claimant must provide claimant's full social security number directly to the trustee appointed in a business case, in addition to filing a proof of claim for past wages with the court.

RULE 3007-1 CLAIMS - OBJECTIONS

(a) Objection. In addition to the service required by Federal Bankruptcy Rules 9014 and 7004(b), a party objecting to a proof of claim must serve a copy of the objection and any supporting memorandum and affidavit on the claimant at the address (and in care of the individual) shown on the proof of claim and must certify that service to the court. The objection must conspicuously state that:

(1) within thirty (30) days after the date on the certificate of service of the objection, the claimant may file and serve a memorandum in opposition, together with any

documents and other evidence the claimant wishes to attach in support of its claim, unless the claimant wishes to rely solely upon the proof of claim; and

(2) an interested party may request a hearing that will be held at the court's discretion.

(b) Adversary Proceeding. This Rule does not apply where an objection to a claim is joined with a request for relief of a kind specified in Federal Bankruptcy Rule 7001 and thereby becomes an adversary proceeding.

**RULE 3012-1 AVOIDANCE OF LIEN ON PRINCIPAL RESIDENCE UNDER 11
U.S.C. § 506 - CHAPTER 13 ONLY**

(a) Form. A motion to avoid a lien on a Chapter 13 debtor's principal residence under 11 U.S.C. § 506 may name only one creditor as a respondent. A separate motion is required for each creditor whose lien is sought to be avoided.

(b) Service of Motion and Notice of Hearing.

(1) The Clerk will maintain a list of dates available for hearings on motions to avoid lien on the calendar of each judge of the court. The list will be posted in the public area of each division and published by such other means selected by the Clerk.

(2) Movant must select a hearing date from the list for the judge to whom the case is assigned that is more than fifty (50) days after the date of service.

(3) Movant must serve a copy of the motion to avoid lien on the respondent in the manner required by Federal Bankruptcy Rules 9014 and 7004(b) and Local Bankruptcy Rule 3007-1(a), together with a hearing notice conforming to Local Bankruptcy Form G.

(c) Filing of Proof of Service. Movant must file with the motion a certificate of service of the motion to avoid lien and the notice of hearing. The certificate must comply with Local Bankruptcy Rule 9013-4.

(d) Response to Motion to Avoid Lien.

(1) Time. If no response to the motion to avoid lien is filed within thirty (30) days after the date of the service, the court may rule on the motion as unopposed.

(2) Unopposed Motion. The court may grant or otherwise dispose of an unopposed motion before the scheduled hearing date.

(e) Proposed Order. Movant shall file with the motion a proposed order conforming to Local Bankruptcy Form H. If granted, avoidance of the lien shall occur at such time as debtor completes performance of debtor's confirmed Chapter 13 plan and receives a discharge under 11 U.S.C. § 1328(a).

**RULE 3012-2 VALUATION OF COLLATERAL AND AVOIDANCE OF
NONRESIDENTIAL LIENS - CHAPTER 13 ONLY**

(a) Form. A Motion under 11 U.S.C. § 506 in a Chapter 13 case to value collateral or to avoid a security interest in personal property or in real property that is not a debtor's principal residence may name only one creditor as a respondent. A separate motion is required for each creditor whose lien is sought to be avoided.

(b) Service of Motion and Notice of Hearing.

(1) The Clerk will maintain a list of dates available for hearings on motions under subsection (a) on the calendar of each judge of the court. The list will be posted in the public area of each division and published by such other means selected by the Clerk.

(2) Movant must select a hearing date from the list for the judge to whom the case is assigned that is more than fifty (50) days after the date of service.

(3) Movant must serve a copy of the motion to avoid lien on the respondent in the manner required by Federal Bankruptcy Rules 9014 and 7004(b) and Local Bankruptcy Rule 3007-1(a), together with a hearing notice conforming to Local Bankruptcy Form K.

(c) Filing of Proof of Service. Movant must file with the motion a certificate of service of the motion to avoid lien and the

notice of hearing. The certificate must comply with Local Bankruptcy Rule 9013-4.

(d) Responses to Motion to Avoid Lien.

(1) Time. If no response to the motion to avoid lien is filed within thirty (30) days after the date of the service, the court may rule on the motion as unopposed.

(2) Unopposed Motions. The court may grant or otherwise dispose of an unopposed motion before the scheduled hearing date.

(e) Proposed Order. Movant shall file with the motion a proposed order conforming to Local Bankruptcy Form L. If granted, avoidance of the security interest shall occur at such time as debtor completes performance of debtor's confirmed Chapter 13 plan and receives a discharge under 11 U.S.C. § 1328(a).

**RULE 3014-1 BANKRUPTCY CODE § 1111(b) ELECTION IN CHAPTER
11(a) REORGANIZATION CASES**

A Bankruptcy Code § 1111(b) election in a Chapter 11(a) case can be made at any time prior to the conclusion of the confirmation hearing.

RULE 3015-1 CHAPTER 13 PLANS - FORM AND SERVICE

(a) A debtor shall file a Chapter 13 plan that conforms to Local Bankruptcy Form M, unless compelling and unusual circumstances require a deviation.

(1) All deviations in a plan from Local Bankruptcy Form M must be highlighted.

(2) The debtor must file all motions and objections that may impact the debtor's plan on or before the first date scheduled for the meeting of creditors under 11 U.S.C. § 341.

(b) If, after filing the petition, the debtor files an original plan, or an amended plan that does anything other than increase the amount payable under the plan, debtor must serve a copy of the plan upon each creditor and the Chapter 13 trustee, and file a certificate of service.

(c) All Chapter 13 Plans must be signed by the debtor and are subject to Local Rule 9011-2(b).

RULE 3015-2 CHAPTER 13 - CONFIRMATION

(a) Debtors and their counsel must attend all scheduled confirmation hearings, unless excused by the Chapter 13 trustee or the court.

(b) Objections to the plan must be filed and copies served on the Chapter 13 Trustee, the debtor, and the debtor's attorney by the later of 21 days after the filing of the plan or 45 days after the conclusion of the meeting of creditors.

RULE 3016-1 CHAPTER 11(a) ACCELERATED CASE PLAN

(a) Time for Filing Plan in Chapter 11(a) Accelerated Case.

The court will set a time by which the Chapter 11(a) debtor must file a plan, no earlier than sixty (60) days after the entry of the order designating the case for accelerated treatment.

(b) Extension of Time. The court may, with or without motion or notice, extend the time set under section (a) of this Rule for filing a plan.

(c) Failure to File Plan. The failure of a debtor to file a plan within a time set by the court under section (a) or (b) of this Rule constitutes cause for dismissing the case or converting the case to a case under Chapter 7 pursuant to Bankruptcy Code § 1112 (b)(4).

RULE 3016-2 CHAPTER 11(a) ACCELERATED CASE DISCLOSURE STATEMENT

(a) Time for Filing. The court will set a time by which a Chapter 11(a) debtor must file a disclosure statement, no earlier than sixty (60) days after the entry of the order designating the case for accelerated treatment.

(b) Extension of Time. The court may, with or without motion or notice, extend any time set under section (a) of this Rule for filing a disclosure statement.

(c) Failure to File Disclosure Statement. The failure of a debtor to file a disclosure statement within a time set by the court

under section (a) or (b) of this Rule constitutes cause for dismissing the case or converting the case to a case under Chapter 7 pursuant to Bankruptcy Code § 1112(b)(3).

(d) Content. The disclosure statement for a Chapter 11(a) plan must include a liquidation analysis and a projected budget that contains plan payments.

**RULE 3017-1 CONDITIONAL APPROVAL OF DISCLOSURE STATEMENT,
OBJECTIONS, AND HEARING IN CHAPTER 11(a)
ACCELERATED CASE**

(a) Conditional Approval. The court may conditionally approve a disclosure statement filed by a Chapter 11(a) debtor prior to giving notice of a hearing on the disclosure statement.

(b) Application of Federal Bankruptcy Rule 3017. A disclosure statement conditionally approved by the court must be sent to creditors and equity security holders under Bankruptcy Code § 1125(c) and Federal Bankruptcy Rule 3017(d)(2) and may be used to solicit acceptances or rejections of a plan under Bankruptcy Code § 1125(b).

(c) Objections. Objections to Chapter 11(a) disclosure statements must be filed and served on the debtor, the plan proponent, any committee appointed under the Bankruptcy Code and any other entity designated by the court, at least two (2) business days before the date set for the confirmation hearing, or by an earlier date set by the court.

(d) Disclosure Statement Final Approval. If no objection to or request to modify the Chapter 11(a) disclosure statement is timely filed, the conditional approval of the disclosure statement becomes final at the plan confirmation hearing.

(e) Disclosure Statement Objections Hearing. An objection to or request to modify the Chapter 11(a) disclosure statement will be considered at the confirmation hearing held under Bankruptcy Code § 1128(a) and Federal Bankruptcy Rule 3020(b).

(f) Disclosure Statement Amendment. If the court determines that a disclosure statement should not be approved in its current form, the debtor can amend the disclosure statement which the debtor will then send to creditors. In that event, the court may continue the confirmation hearing and set new dates for filing objections to confirmation and for filing plan acceptances or rejections.

RULE 3018-1 BALLOTS - VOTING ON PLANS

(a) Tally. The tally of ballots must be filed with the Clerk no later than the third business day prior to the confirmation hearing. The tally must substantially conform to the form prescribed by the court and available from the Clerk.

(b) Disputed Claims. A creditor will have the right, if demanded in a timely response to an objection to its claim, to a hearing on temporary allowance of its claim for the purpose of accepting or rejecting a plan.

**RULE 3022-1 COMPLETION OF THE ADMINISTRATION OF CONFIRMED
CHAPTER 11 PLANS**

(a) Fully Administrated Plan. A Chapter 11 plan will be deemed fully administered under Federal Bankruptcy Rule 3022:

(1) after the completion of the following:

(A) six (6) months have elapsed after the entry of a final order of confirmation that has become nonappealable;

(B) the deposits required by the plan have been distributed;

(C) the property proposed by the plan to be transferred has been transferred;

(D) the debtor or the successor of the debtor under the plan has assumed the business or the management of the property dealt with by the plan;

(E) payments under the plan have commenced; and

(F) all motions, contested matters, and adversary proceedings have been finally resolved; or

(2) at another time specifically defined by the plan.

(b) Certification. A proponent of a confirmed plan that is fully administered must file forthwith a certification of full administration. The certification must include a final summary report of the disbursements, distributions, and transfers that have been made pursuant to the plan, together with a description of other acts taken to consummate the plan. The certification must also

describe any matters involving consummation of the confirmed plan that have not been fully resolved.

(c) Final Decree. The plan proponent must file with the court and serve on the United States Trustee the Court's form motion for a final decree (Local Bankruptcy Form N) closing the case with the certification of full administration.

(d) Progress Reports. The plan proponent shall file and serve on the United States Trustee reports of progress towards full administration of the plan until the proponent files a final certification and report. The first report must be filed six (6) months after the entry of the order of confirmation. Subsequent reports must be filed every six (6) months thereafter.

RULE 3070-1 CHAPTER 13 - SPECIAL PROCEDURES

(a) A debtor in a case under chapter 13 will be presumed to have provided adequate protection of collateral by continuing to make payments as and when due and maintaining required insurance for the collateral.

(b) Upon dismissal or conversion of a Chapter 13 case, any funds that the trustee holds in a case will be charged for the trustee's allowed expenses and any outstanding Clerk's fees.

PART IV

RULE 4001-1 AUTOMATIC STAY - RELIEF FROM

(a) Form of Motion. A motion for relief from the automatic stay of 11 U.S.C. § 362(a) must be titled "Motion for Relief from Stay" or a similar phrase. The motion's caption must be in the format used in Official Bankruptcy Form 16D for an adversary proceeding. The motion may not be combined with a request for any other relief, except for adequate protection or for relief from the co-debtor stay of 11 U.S.C. § 1201(a) or § 1301(a).

(b) Contents of Motion for Relief from Stay. The following material, when applicable, must be included in a motion for relief from stay:

- (1) A detailed statement of the debt owed to the movant;
- (2) If periodic payments are in arrears, the amount of arrears accrued prepetition and the amount of arrears accrued postpetition;
- (3) A description of the property encumbered;
- (4) A description of the security interest involved, with attached documents that evidence the security interest and its perfection;
- (5) A statement of the basis for the relief claimed, such as, a lack of adequate protection or the absence of equity and that the property is not necessary for an

effective reorganization. The specific facts constituting cause shall be set forth if a motion is brought for cause;

(6) If movant asserts a valuation of the subject property, the motion should state the amount of the valuation, the date, and the basis therefor (appraisal, blue book, etc.);

(7) The specific nature of the relief from stay that is requested.

(c) Service of Motion and Notice of Hearing.

(1) The Clerk will maintain a list of dates available for hearings on motions for relief from stay on the calendar of each judge of the court. The list will be posted in the public area of each division and published by such other means selected by the Clerk.

(2) Movant must select a hearing date from the list for the judge to whom the case is assigned that is more than twenty-one (21) days after the date of service.

(3) Movant must serve the motion for relief from stay with a hearing notice conforming to Local Bankruptcy Form B. The motion and hearing notice must be served upon all entities entitled to notice of the motion for relief from stay.

(d) Filing of Proof of Service. Within five (5) business days after service, the movant must file the motion for relief from stay, the notice of hearing, and a certificate of service covering both. The certificate must comply with Local Bankruptcy Rule 9013-4.

(e) Response to Motion for Relief from Stay.

(1) Time. An opposition to a motion for relief from stay must be filed within seventeen (17) days after the date of the notice of hearing.

(2) Form. The caption of the response must be the same as the form for the caption of the motion as set out in paragraph (a) above.

(3) Pleading. A response must include detailed answers to each numbered paragraph of the motion, in conformity with the requirements of Fed.R.Civ.P. 8(b) and (d). All defenses to the motion must be stated in the response.

(4) Response by Standing Chapter 12 and 13 Trustees. Standing Chapter 12 and Chapter 13 Trustees are served for informational purposes and are not required to respond to motions for relief from stay.

(f) Unopposed Motion. If a timely response opposing the relief requested is not filed to a motion served in accordance with this Rule, the court may grant or otherwise dispose of the motion before the scheduled hearing date.

(g) Requirements Under 11 U.S.C. § 362(e).

(1) Waiver. If a movant notices a hearing date more than thirty (30) days after the date of the filing of the motion, movant is deemed to have consented to the

inapplicability of 11 U.S.C. § 362(e) through the day of the hearing on the motion for relief from stay.

(2) Commencement of Measuring Period. A request for relief under 11 U.S.C. § 362(d) is complete to commence the thirty (30) day measuring period under § 362(e) only when filed and noticed in compliance with this Rule.

(h) Deadline for Pre-Filing Exhibits. In cases under Chapter 11, exhibits must be pre-filed as required by Local Bankruptcy Rule 7016-1(c) no later than the third business day before the noticed hearing date.

RULE 4001-2 AUTOMATIC STAY - POST-FILING ARREARS

Where an issue presented by a motion for relief from stay is the debtor's failure to make payments that became due after the filing of the bankruptcy case, the moving party shall file and serve a history of payments received post-petition upon the debtor at least eight (8) days before the date set for hearing.

Rule 4001-3 ACTION FOLLOWING FORECLOSURE

A party obtaining relief from the automatic stay and thereafter consummating a foreclosure sale that produces a surplus must:

(a) provide a copy of the Report of Sale and all Auditor's Reports to the bankruptcy trustee, and

(b) when filing the Report of Sale in a case under chapter 7, notify the auditor of the name and address of the bankruptcy trustee to whom the surplus must be paid.

RULE 4001-4 OBTAINING CREDIT/REFINANCING

(a) Movant must provide the notice required by Federal Bankruptcy Rule 4001(c) for a motion to obtain credit.

(b) At least twenty (20) days' notice must be given of a right to object.

(c) The notice must include a hearing date for objections that Movant may select from a list of hearing dates that is maintained by the Clerk for the assigned judge.

(d) The notice must also include a description of the essential terms of the proposed credit, including the amount, the interest rate, the lender's identity, the collateral pledged therefor, the repayment terms, the costs therefor, and the proposed use of the proceeds.

(e) The notice may include a statement that the court may grant relief without a hearing if no objections are filed.

RULE 4002-1 CURRENT ADDRESS AND TELEPHONE NUMBER OF DEBTOR

(a) Address of Debtor. Every debtor must maintain a statement of the debtor's current address with the Clerk. This obligation continues until the case is closed.

(b) Debtor's Telephone Number. A debtor proceeding in proper person must maintain a statement of the debtor's current telephone number with the Clerk. This obligation continues until the case is closed.

RULE 4003-1 OBJECTION TO CLAIM OF EXEMPTIONS

Required Notice. An objection to the list of property claimed as exempt under § 522 of the Bankruptcy Code must contain conspicuous notice that: (1) any opposition to the objection must be filed and served within thirty (30) days after the objection was served, and (2) the court may rule upon the objection and any response thereto without a hearing.

RULE 4003-2 LIEN AVOIDANCE UNDER 11 U.S.C. § 522(f)

(a) Form. A motion to avoid a lien under 11 U.S.C. § 522(f) may name only one creditor as a respondent. A separate motion is required for each creditor whose lien is sought to be avoided.

(b) Service of Motion and Notice of Hearing.

(1) The Clerk will maintain a list of dates available for hearings on motions to avoid lien on the calendar of each judge of the court. The list will be posted in the public area of each division and published by such other means selected by the Clerk.

(2) Movant must select a hearing date from the list for the judge to whom the case is assigned that is more than fifty (50) days after the date of service.

(3) Movant must serve a copy of the motion to avoid lien on the respondent in the manner required by Federal Bankruptcy Rules 9014 and 7004(b) and Local Bankruptcy Rule 3007-1(a) together with a hearing notice conforming to Local Bankruptcy Form C.

(c) Filing of Proof of Service. Movant must file with the motion a certificate of service of the motion to avoid lien and the notice of hearing. The certificate must comply with Local Bankruptcy Rule 9013-4.

(d) Responses to Motions to Avoid Lien.

(1) Time. If no response to the motion to avoid lien is filed within twenty-five (25) days after the date of the service, the court may rule on the motion as unopposed.

(2) Unopposed Motions. The court may grant or otherwise dispose of an unopposed motion before the scheduled hearing date.

**RULE 4007-1 DISCHARGEABILITY COMPLAINTS UNDER 11 U.S.C.
§ 523(a) (15)**

In an adversary proceeding where a claim is made under § 523(a)(15), plaintiff shall file with the complaint: (1) copies

of the order, agreement, or any other document relied upon as the source of the obligation, and (2) a completed Local Bankruptcy Form D Financial Statement. Defendant shall file a financial statement in the same form with the response to the complaint. The parties have a continuing obligation to update the financial statements during the pendency of the adversary proceeding.

RULE 4008-1 REAFFIRMATION AGREEMENTS

When a debtor is represented by counsel that represents the debtor during the course of negotiating the reaffirmation agreement, the requirements of 11 U.S.C. § 524(c) are deemed satisfied by the filing of a fully completed Reaffirmation Agreement Form B240 (3/99) published by the Administrative Office of the United States Courts, as it may be amended, that has been executed by the debtor, debtor's counsel, and the creditor. A copy of Form B240 is Local Bankruptcy Form E in Appendix A.

PART V

RULE 5001-1 COURT ADMINISTRATION - LAPSE IN APPROPRIATIONS

This Rule will become effective only when Congress fails to enact legislation to fund operations of the United States Courts. The Anti-Deficiency Act, 31 U.S.C. § 1515, limits permissible government activities in the event of such a failure to those otherwise "authorized by law" or those needed to meet "cases of emergency involving the safety of human life or the protections of property."

This court is directly involved in the judicial process and under the Constitution and laws of the United States, it is always open to exercise the judicial power of the United States as a unit of the District Court. Thus, the court must continue, even in the absence of funding by Congress, to receive new cases, and to hear and dispose of pending cases. Activities will, however, be limited as nearly as practical to those functions necessary and essential to continue the resolution of pending cases. The court will advise the United States Marshal and the General Services Administration of the level of building and security services necessary to maintain such court operations.

The court finds that judges' staffs and the Clerk and the Clerk's staff are persons essential to the continuation of court

operations. Work of all personnel shall be limited to those essential functions set forth above.

RULE 5001-2 CLERK - OFFICE LOCATION/HOURS

(a) Office Hours. The office hours of the Clerk in the Greenbelt and Baltimore Divisions shall be from 8:00 a.m. to 4:00 p.m. on all days, except Saturdays, Sundays, and holidays observed by the United States District Court for the District of Maryland.

(b) "Night Box". A "night box" is located in the lobby of each of the United States Courthouses in Baltimore and in Greenbelt. Bankruptcy petitions, pleadings and other papers may be placed in the night box for filing after regular office hours, Monday through Friday (except holidays) and until the courthouse is closed or midnight, whichever is earlier. The Garmatz Federal Courthouse in Baltimore is open 24 hours while the Greenbelt Federal Courthouse is closed at 7:00 p.m. **The night box is intended as an after-hours convenience, and it is not intended as an alternative for filing papers during regular office hours.** Petitions, pleadings and other papers deposited in the night box will be "date stamped" as follows:

(1) Emergency: All petitions or pleadings designated as emergency filings by use of the appropriate cover sheet shall be date stamped as of the date deposited. A "Priority Cover Sheet" located at the drop box location must be placed on the

front of all emergency or time sensitive petitions and pleadings.

(2) Non-emergency: All other petitions, pleadings and other papers will be date stamped the next business day.

(3) During periods outside regular office hours of the Clerk's Office when the night box is not available, arrangements may be made in advance for emergency filings by contacting a designated court representative. The names of the designated court representatives are posted on each night box and on notice boards in the divisional offices.

(c) Division of Business. The division of business for the United States Bankruptcy Court for the District of Maryland is as follows:

(1) Cases originating in Allegany, Calvert, Charles, Frederick, Garrett, Montgomery, Prince George's, St. Mary's, and Washington Counties are assigned to the Greenbelt Divisional Office, 300 U.S. Courthouse, 6500 Cherrywood Lane, Greenbelt, Maryland, 20770, (301) 344-8018.

(2) Cases originating in Baltimore City, Anne Arundel, Baltimore, Caroline, Carroll, Cecil, Dorchester, Harford, Howard, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties are assigned to the Baltimore Divisional Office, 8308 U.S. Courthouse, 101 West Lombard Street, Baltimore, Maryland, 21201, (410) 962-2688.

RULE 5005-1 FILING BY ELECTRONIC MEANS

The Court will accept for filing documents submitted, signed or verified by electronic means that comply with the Electronic Case Filing Procedures established by the Court.

RULE 5011-1 ABSTENTION

(a) Adversary Proceeding. In an adversary proceeding, a motion for abstention pursuant to 28 U.S.C. § 1334(c), must be filed within the time prescribed for filing a response under Federal Bankruptcy Rule 7012(a).

(b) Contested Matter. In a contested matter, a motion for abstention pursuant to 28 U.S.C. § 1334(c) must be filed within thirty (30) days from the date indicated on the certificate of service on the pleading initiating the contested matter.

RULE 5011-2 WITHDRAWAL OF REFERENCE

A motion for withdrawal of reference is governed by Local Rule 404.2 of the United States District Court for the District of Maryland. See Appendix B.

RULE 5071-1 MOTIONS FOR POSTPONEMENT/CONTINUANCES

(a) Court Order Required. A court order is required for any postponement of a hearing, pretrial conference, or trial.

(b) Notice to Client and Other Parties. A motion for a postponement of a hearing, pretrial conference, or trial may not be

filed without the knowledge of the client of counsel moving for the postponement. Notice of such motion, together with the reasons therefor, must be given by the fastest means to avoid inconvenience to other parties entitled to notice to all other parties or their counsel before filing unless such notice is waived.

(c) Conflicting Engagement. A motion for a postponement of a hearing or trial on the ground of a prior conflicting engagement must be filed within ten (10) days after the date such conflict became apparent. Written evidence of the conflicting engagement must be attached to the motion.

(d) Meeting of Creditors. A request for postponement of a meeting of creditors held under Bankruptcy Code § 341 shall be handled as follows:

(1) in Chapter 12 and 13 cases requests shall be made to the standing trustee assigned to the case;

(2) in Chapter 7 cases requests shall be made to the interim trustee; and

(3) in Chapter 11 cases requests shall be made to the Assistant U.S. Trustee assigned to the division of court where the case is pending.

RULE 5073-1 PHOTOGRAPHY, RECORDING DEVICES AND BROADCASTING

Unless otherwise ordered by the court, no court proceeding can be photographed, videotaped, televised, recorded, reproduced, or broadcast in any way except by an official court reporter.

PART VI

RULE 6004-1 SALE OF ESTATE PROPERTY

(a) Sale Notices. Notices of private sale of estate property must include the following:

- (1) if an appraisal has been performed,
 - (A) the appraised value of the asset being sold;
 - (B) the date of the appraisal; and
 - (C) the name and address of the appraiser;
- (2) if no appraisal has been performed, the scheduled value of the asset being sold;
- (3) the purchaser's identity;
- (4) a full description of any relationship between the purchaser and any party in interest;
- (5) a statement of all consideration paid and to be paid by the purchaser and the payment terms;
- (6) the date by which an objection must be filed;
- (7) a date selected from the court's web site for a hearing if a timely objection is filed; and
- (8) a statement that the property may be sold without further notice if a timely objection is not filed.

(b) Disclosure of Sale Charges.

- (1) Unless included in the notice of sale, the following

charges cannot be paid in connection with the sale of estate property:

(A) points, loan origination fees, loan enabling fees, or other buyer financing charges for the purchase of property of the estate;

(B) documentary stamps, transfer taxes, or recording fees; and

(C) buyers' premiums.

(2) The buyers' settlement charges are excluded from the prohibition of subsection (1).

(c) Sale Without Objection. If no timely written objection is filed, the sale shall be deemed authorized upon expiration of the notice period. This paragraph does not apply to sales free and clear of liens or of interests of persons other than the debtor.

(d) Clerk's Certificate. Upon payment of the appropriate fee, the Clerk will furnish a certificate that no objection has been filed to a notice of sale.

RULE 6006-1 EXECUTORY CONTRACTS - UNEXPIRED LEASES

(a) Notice Required. Parties seeking the assumption, rejection, or assignment of an executory contract or unexpired lease must give notice of the proposed action to: (1) the other party to the executory contract or unexpired lease; (2) any official committee, or in the absence of a committee, to the holders of the

ten (10) largest unsecured claims taken from debtor's list filed pursuant to Federal Bankruptcy Rule 1007(d) or Schedule F; (3) the trustee; (4) the United States Trustee; and (5) all parties requesting notice. The notice must state that the court may rule upon the request without a hearing if there is no timely request for a hearing.

(b) Motion to Reject a Collective Bargaining Agreement. A party moving to reject a collective bargaining agreement must file the following with the motion:

(1) an affidavit demonstrating compliance with Bankruptcy Code § 1113(b); and

(2) a certificate of service that the moving party has served the motion and affidavit on the authorized representative of the employees covered by the collective bargaining agreement.

RULE 6070-1 TAX REFUNDS

Notice to Trustee and Court. It is the duty of the debtor, within five (5) days of receipt of a tax refund or notice of tax assessment or deficiency, to file with the court, and in Chapter 7 cases to send to the trustee, a copy of the refund check and transmittal letter and a copy of any tax assessment, deficiency notice, or other relevant documents.

PART VII

RULE 7001-1 TRUSTEES' FILING FEES

Payment of the filing fee for an adversary proceeding filed by a trustee may be deferred pending acquisition of sufficient funds by the trustee to pay such fees in full or pro rata with other expenses of administration.

RULE 7003-1 ADVERSARY COVER SHEET

A party who is not represented by an authorized Filing User of the Electronic Case Filing system must file a completed adversary proceeding cover sheet when filing an adversary proceeding.

RULE 7003-2 DISCLOSURE OF CORPORATE AFFILIATES

Each non-governmental corporate party to an adversary proceeding in this court shall file a statement identifying all its parent corporations and listing every publicly held company that owns 10% or more of the party's stock. A party shall file the statement with its initial pleading filed in the court and shall supplement the statement within a reasonable time of any change in the information.

RULE 7005-1 FILING OF DISCOVERY MATERIALS

Unless otherwise ordered by the court, a party may not file with the court either written discovery requests, responses to

discovery or depositions (other than as exhibits to motions). A party propounding written discovery or taking a deposition or providing a discovery response must file a notice stating: (a) the type of discovery or response served; (b) the date and type of service; and (c) the person(s) served. Parties must retain the original copies of the discovery materials and make them available for inspection by any other party.

RULE 7012-1 CORE OR NON-CORE MATTERS

(a) Prior to trial a party may move for a ruling that an adversary proceeding is core or non-core. The court will ordinarily allow adverse parties fourteen (14) days from service of the motion to file responses. Such a motion does not postpone any time periods unless ordered by the court.

(b) At any time before the conclusion of a matter on the merits, a party to a proceeding may file a consent to the entry of a final order by the Bankruptcy Court under 28 U.S.C. § 157(c)(2).

RULE 7012-2 DISCLOSURE OF CORPORATE AFFILIATES

Local Bankruptcy Rule 7003-2 applies to responding parties.

RULE 7016-1 PRETRIAL PROCEDURES

(a) General. The court may, in any adversary proceeding or contested matter, direct the attorney for a party or a party appearing pro se to appear before it for a preliminary

scheduling or pretrial conference pursuant to Federal Bankruptcy Rule 7016.

(b) Pretrial Statement. Where required by court order, each party will file a pretrial memorandum, with copies sent to all other attorneys of record or parties proceeding pro se. Each party must state the following in its pretrial memorandum:

(1) a brief statement of facts that the party proposes to prove in support of a claim or defense, together with a statement of legal theories and citations of authorities;

(2) any required pleading amendments;

(3) any pleaded, but abandoned, issue;

(4) stipulations of fact;

(5) the details of the damage claimed or any other relief sought;

(6) a list of the documents and records to be offered in evidence by the party at the trial other than those expected to be used solely for impeachment, indicating which documents the party expects to introduce in evidence without the usual authentication;

(7) a list of the names and specialties of experts that the party proposes to call as witnesses; and

(8) a statement of any matter that must be resolved before trial.

(c) Required Pre-Filing of Exhibits.

(1) Adversary Proceedings and Chapter 11 Lift Stays.

In all adversary proceedings and in motions seeking relief from stay in Chapter 11 cases, each party must pre-file all exhibits which that party intends to introduce into evidence, except for exhibits to be offered solely for rebuttal. Each party must include in the pre-filed exhibits any report by an expert whom the party may call as a witness or, if no report has been prepared, an affidavit by such expert as to the expert's direct testimony. The exhibits must be filed and received by the opposing parties within the time limits set in the scheduling order. In adversary proceedings, if opposing parties do not file written objections to pre-filed exhibits by the time specified in the scheduling order, the exhibits will be admitted into evidence.

(2) Method of pre-filing of Exhibits. All pre-filed exhibits must be filed within the time limits set in the scheduling order by submission of an original and two (2) copies. Each set of exhibits must be bound or affixed together and must have at the beginning an exhibit list identifying each exhibit by number. Each exhibit must be tabbed by exhibit number. An additional copy must be furnished to each other party in the matter.

(3) Size. To the extent possible, all exhibits must be reduced to 8½ by 11 inches.

(4) Failure to Pre-file Exhibits. Exhibits that are not pre-filed as required by this Rule may be excluded from evidence.

(d) Proof of Amount of Claim or Debt.

(1) Required Verified Statement. In all adversary proceedings and all contested matters, a party seeking to prove the amount of a liquidated debt must offer as an exhibit an affidavit setting forth the amount of the alleged claim or debt, itemized by component, unless the information is contained in a previously filed pleading in the matter and verified pursuant to 28 U.S.C. § 1746. The declarant must be present in the courtroom for cross-examination, or an objection made pursuant to Federal Rule of Evidence 802 may be sustained.

(2) Pre-filing Requirement. In adversary proceedings and Chapter 11 motions for relief from stay, the required affidavit or verified pleading must be pre-filed as an exhibit, in accordance with subsection (d)(1) of this Rule.

RULE 7026-1 DISCOVERY - GENERAL

(a) Discovery Request Limits. A party may not serve on any other party in a contested matter or an adversary proceeding more than thirty (30) interrogatories, more than thirty (30) requests for production, and thirty (30) requests for admissions, including all parts and sub-parts.

(b) Timely Written Discovery Requests Required. All discovery requests must be made at a sufficiently early date to assure that the time for response expires before any discovery deadlines set by the court.

(c) Discovery to Proceed Despite Existence of Disputes. Unless otherwise ordered by the court, a discovery dispute as to one matter does not justify delay in taking or responding to any other discovery.

(d) Discovery Stayed Pending Resolution of Federal Bankruptcy Rule 7012(b) Motion. The filing of a motion pursuant to Federal Bankruptcy Rule 7012(b) stays discovery unless the movant presents matters outside the pleading.

(e) Format of Responses. Responses to discovery must restate each request followed by the response or a brief statement of the grounds for objection.

(f) Conference of Counsel Required. Counsel must confer concerning a discovery dispute and make good faith attempts to resolve their differences. The court will not resolve a discovery dispute unless the moving party has filed a certificate stating:

(1) the date, time, and place of the discovery conference, the names of all persons participating and any unresolved issues remaining; or

(2) the moving party's attempts to hold such a conference without success.

(g) Smoking During Depositions Prohibited. Unless all persons present agree, no one may smoke in a room where a deposition is being taken.

(h) Deposition of an Expert. The party taking the deposition of an expert shall pay a reasonable fee for the time spent by the expert in deposition and traveling to and from the deposition. The party designating the expert will pay any fee charged by the expert for time spent in preparing for the deposition.

(i) Copying Expenses. A party in interest requesting copies of documents that were produced for inspection must pay the actual, reasonable costs of copying.

(j) Discovery Guidelines. Discovery Guidelines adopted by the court and set forth in Appendix C govern the conduct of discovery.

RULE 7054-1 ALLOWANCE OF COSTS

No costs will be allowed in adversary proceedings in excess of filing fees unless the entitled party files a Bill of Costs within twenty (20) days after the entry of the judgment or order.

RULE 7054-2 ATTORNEYS' FEES

Unless a longer period is fixed by statute or by the court, motions by a prevailing party for an award of attorney's fees must

be filed within twenty (20) days after the entry of judgment or order.

RULE 7055-1 DEFAULT - FAILURE TO PROSECUTE

(a) Clerk's Notice. If, upon the expiration of six (6) months after the filing of the last pleading, it appears to the Clerk that no significant activity has since occurred in an adversary proceeding or contested matter in which there is no scheduled hearing, the Clerk will send written notice to all parties to the adversary proceeding or contested matter that the proceeding or matter will be denied or dismissed without prejudice unless, within thirty (30) days after the date of the notice, the plaintiff or movant presents good and sufficient cause in writing why the dismissal or denial should not be ordered.

(b) Court Action. If there is no response to the Clerk's notice, an order of dismissal or denial may be entered.

PART VIII

RULE 8001-1 APPEALS

See Appendix B.

PART IX

RULE 9001-1 DEFINITIONS AND RULES

(a) Definitions in Federal Bankruptcy Rules. The definitions of words and phrases in Federal Bankruptcy Rule 9001 and the definitions adopted by reference therein apply in these Local Bankruptcy Rules.

(b) Bankruptcy Code. In these Local Bankruptcy Rules, reference to the Bankruptcy Code means Title 11 of the United States Code.

(c) Federal Bankruptcy Rules. Reference to Federal Bankruptcy Rule(s) means the Federal Rules of Bankruptcy Procedure.

(d) District Court. In these Local Bankruptcy Rules, reference to the District Court means the United States District Court for the District of Maryland.

(e) File. Where the word "file" appears in these Local Bankruptcy Rules, such filing is to be made electronically via ECF or with the appropriate divisional office of the Clerk of the United States Bankruptcy Court for the District of Maryland.

RULE 9004-1 PAPERS - REQUIREMENTS OF FORM; ORDERS

(a) General. All petitions, pleadings, schedules and other documents filed in paper form shall be 8½ by 11 inches in size, legibly typewritten, printed or reproduced. The papers shall be of

standard weight and, except for proposed orders, shall have an upper margin of not less than one half inch. No such document may be two-hole punched, stapled or similarly fastened so as to cause punctures in the paper. Original pleadings must be retained pursuant to Local Bankruptcy Rule 9011-3. Only copies should be submitted for filing with the Court.

(b) Proposed Orders. The first page of all orders shall have an upper margin of not less than three (3) inches. The last line in the order must be, "**End of Order**", centered in the middle of the line. The signature line for the judge shall be omitted.

RULE 9009-1 LOCAL BANKRUPTCY FORMS

The Local Bankruptcy Forms prescribed in these Rules are set out in Appendix A. They shall be observed and used with alterations as may be appropriate.

RULE 9010-1 PRO SE PARTIES

(a) Who May Appear Pro Se. Only individuals may represent themselves.

(b) Responsibilities of Parties Appearing Pro Se. Individuals representing themselves are responsible for performing all duties imposed on counsel by the Bankruptcy Code, the Federal Bankruptcy Rules, these Rules, and applicable federal or state law.

RULE 9010-2 CURRENT INFORMATION

(a) Duty to Keep Current Information on File. Counsel and parties appearing pro se must file and maintain a statement of current address and telephone number in every case in which such person appears. This obligation continues until the case is closed.

(b) Excusable Neglect. Should any person fail to maintain a current address with the Clerk and as a result, either for lack of response or lack of an appearance, the court enters an order dismissing any affirmative claim for relief or enters a judgment by default or otherwise against such person or such person's client, the failure to maintain a current address shall not be considered excusable neglect.

RULE 9010-3 ATTORNEYS - WHO MAY APPEAR AS COUNSEL

(a) Generally. Except as otherwise provided in this Rule only members of the Bar of the District Court may appear as counsel.

(b) Admission Pro Hac Vice.

(1) The court can permit any attorney (except a member of the Maryland Bar) who is a member in good standing of the Bar of any other United States Court or of the highest court of any state to appear and participate as counsel in a particular bankruptcy case. Such permission will not constitute formal admission to the Bar of the District Court. An attorney admitted pro hac vice is subject to the

disciplinary jurisdiction of the District Court and of this court.

(2) A party represented by an attorney who has been admitted pro hac vice must also be represented by an attorney who is a member of the Bar of the District Court.

(3) the application for admission pro hac vice shall conform to Local Bankruptcy Form F.

(c) Certain Actions Not Requiring Admission. An attorney need not be admitted to the Bar of the District Court in order to file a proof of claim for a client or to file a fee application as principal of a professional group.

(d) Appearance for Obtaining Deposition Subpoenas. It is not necessary for counsel to be admitted to the Bar of the District Court in order to obtain a subpoena for depositions to be taken in this district for cases pending in other districts. However, an attorney seeking such a subpoena is subject to the disciplinary jurisdiction of the District Court and of this court.

RULE 9010-4 WITHDRAWAL OF APPEARANCE OF AN ATTORNEY

(a) When Individuals are Clients.

(1) An attorney may withdraw an appearance entered on behalf of an individual if another attorney has entered an appearance for and appears as attorney of record for that individual;

(2) Except as provided in subparagraph (1), the appearance of an attorney may be withdrawn only with leave of the Court. A motion for leave to withdraw must be accompanied by a certificate stating:

(A) the name and last known address of the client
and

(B) that a written notice has been mailed to or otherwise served upon the client at least five (5) days previously advising the client of counsel's proposed withdrawal and notifying the client either to have new counsel enter an appearance or to advise the Clerk that the client will be proceeding without counsel.

(b) When Clients Are Other Than Individuals. If the client is other than an individual, including corporations, partnerships, unincorporated associations and government entities, appearances of counsel may be withdrawn only with leave of court and if:

(1) appearance of other counsel has been entered or

(2) withdrawing counsel files a certificate stating:

(A) the name and last known address of the client
and

(B) that a written notice has been mailed to or otherwise served upon the client at least five (5) days previously advising the client of counsel's proposed withdrawal and notifying the client that it must have new

counsel enter an appearance or be subject to dismissal of its case, dismissal of its claims and/or judgment by default on claims against it. If new counsel has not entered an appearance within twenty (20) days after the filing of the motion to withdraw, the court may dismiss an affirmative claim for relief by, or enter a default against, the unrepresented party.

RULE 9010-5 ATTORNEY FOR DEBTORS - DUTIES

(a) An attorney who files a petition in bankruptcy on behalf of a debtor, or who subsequently enters an appearance on behalf of a debtor other than as special counsel approved under Bankruptcy Code § 327(e), will be counsel of record in all matters arising during the administration of the case, such as adversary proceedings and motions for relief from stay, except as set forth below;

(b) In an individual case commenced under or converted to Chapter 7, representation will continue through discharge and continue as to any matter pending at the time of the discharge. However, an attorney representing an individual debtor may exclude adversary proceedings provided that debtor's written acknowledgment of this limitation is filed with counsel's Federal Bankruptcy Rule 2016(b) statement;

(c) In a case under Chapter 11, representation of a debtor will continue until the case is closed or dismissed;

(d) In a case under Chapter 12 or Chapter 13, representation will continue for the earlier of ten (10) days after the entry of an order of dismissal of the case or ninety (90) days after the entry of an order confirming the debtor's plan;

(e) If a case is converted to a case under another Chapter, the Rule under the latter chapter governs; and

(f) This Rule supersedes all retainer agreements unless otherwise ordered by the court for cause.

RULE 9011-1 SIGNATURES, FEDERAL BAR NUMBER

This Rule augments Federal Bankruptcy Rule 9011. An individual signing pleadings must include the signer's printed name, post office and business address, telephone number and, if available, facsimile and e-mail addresses. If the signer is an attorney admitted to practice before the United States District Court for the District of Maryland, the attorney shall include his or her federal bar number as listed on the Attorney Admission List.

**RULE 9011-2 SIGNING OF ELECTRONICALLY TRANSMITTED PLEADINGS;
REPRESENTATIONS TO THE COURT**

(a) Responsibility for Use of Login and Password. An attorney or other person who is assigned a court-issued login and password to file documents electronically is responsible for all documents filed using that login and password.

(b) Signature and Certification. The transmission of a petition, pleading, motion or other paper by electronic means shall constitute both a signature by the attorney or other person responsible for transmitting it that is required by Federal Bankruptcy Rule 9011(a) and a certification within the meaning of Federal Bankruptcy Rule 9011(b). Such transmission shall also constitute a representation by the attorney or other person responsible for an electronic transmission to the Court that he or she is in possession of the original petition, pleading, motion or other paper, with all original signatures thereon other than those papers signed solely by the filing user and co-counsel.

RULE 9011-3 MAINTENANCE AND PRODUCTION OF ORIGINAL DOCUMENTS

(a) Maintenance. The attorney or other person responsible for an electronic transmission to the Court shall maintain the original petition, pleading, motion or other paper filed by electronic means, including all original signatures, for a period ending three (3) years after the bankruptcy case is closed.

(b) Production. Upon reasonable request by the Court or an interested party, the attorney or other person responsible for an electronic filing shall produce for inspection and copying the original petition, pleading, motion, or other paper filed by electronic means, with all original signatures thereon.

RULE 9013-1 MOTIONS PRACTICE

(a) Requirement of Written Motion. All motions must be in writing and filed with the court, unless made during a hearing or trial.

(b) Procedure for Motions Other Than Motions for Relief from Stay and Motions to Avoid Lien.

(1) All motions must state with particularity the grounds therefor and the relief or order sought. Supplementing Local Bankruptcy Rule 9013-3 as to moving parties, responding parties must file with the court, at the time of filing a response, a proposed order stating the requested disposition.

(2) Parties may file with or append to their motion and memorandum, or to their responsive pleading and opposing memorandum, supporting affidavits or documents establishing the elements of entitlement to the relief sought or any defense.

(3) Any responsive pleading and memorandum in opposition to a motion must be filed within fourteen (14) days from the date of service of said motion.

(4) Except as otherwise provided in the Bankruptcy Code, the Federal Bankruptcy Rules, these Rules or by the court, a motion can be decided on the pleadings and memoranda filed.

RULE 9013-2 BRIEFS AND MEMORANDA OF LAW

A party must file with each motion a brief memorandum of fact and law entitling the movant to the relief claimed or a statement that no memorandum will be filed and that the movant will rely solely upon the motion.

RULE 9013-3 ORDERS - PROPOSED

(a) All requests for relief, except motions for relief from the automatic stay, motions to dismiss or convert, and pleadings initiating adversary proceedings under Federal Bankruptcy Rule 7001, must be accompanied by a proposed order. The proposed order must contain a specific title describing the nature and effect of the order. The names and addresses of all counsel or other parties in interest who should receive copies of the order shall be set forth in the lower left-hand corner of the final page of the proposed order or carried over to another page. The chapter of the case shall be stated in the caption.

(b) Proposed orders for motions for relief from the automatic stay and responses thereto should be submitted to the court upon the earlier of:

- (1) A consent being reached by all parties; or,
- (2) After the conclusion of the hearing on the motion.

(c) When a proposed order is submitted to the court after a hearing, a copy should be simultaneously transmitted to all other parties to the hearing.

RULE 9013-4 CERTIFICATE OF SERVICE

(a) Any required certificate of service for a pleading, notice, objection or other paper must be in compliance with Federal Rule of Civil Procedure 5 and applicable provisions of the Federal Bankruptcy Rules. Pursuant to Federal Bankruptcy Rules 5005(a)(2) and 7005, service pursuant to the ECF Guidelines also constitutes valid service.

(b) The certificate shall be placed at the end of the item served and endorsed by an attorney of record, the attorney's authorized agent, or by a party if not represented by an attorney.

(c) The certificate must state:

- (1) the date and method of service:
- (2) the names and addresses of the persons served; and
- (3) if persons are served in a representative capacity, the parties whom they represent.

RULE 9013-5 RESPONSIBILITY FOR PROPER SERVICE

(a) It is the obligation of an attorney or party that files a pleading to determine every party with a cognizable interest in the pleading that should receive a copy and the current address of

each. A certificate of service signed by an attorney, by an attorney's authorized agent or by a party constitutes a representation to the court that all parties entitled to service have been included and have been served properly. Violation of this paragraph shall be subject to an appropriate sanction.

(b) It is the obligation of an attorney or party filing a motion to review any notice of a hearing on that motion prepared by the Clerk and to communicate forthwith to the Clerk any deficiency in the notice and any omission in the list of parties receiving notice.

RULE 9014-1 DISCOVERY

The initial disclosures required by Federal Bankruptcy Rule 7026(a) are not applicable to contested matters, unless the court directs otherwise.

RULE 9014-2 DEFAULT AND DISMISSAL FOR NON-PROSECUTION

Local Bankruptcy Rule 7055-1 applies in contested matters.

RULE 9015-1 TIME FOR FILING CONSENT TO HAVE JURY TRIAL CONDUCTED BY BANKRUPTCY JUDGE

A statement of consent to have a jury trial conducted by a bankruptcy judge under 28 U.S.C. § 157(e) must be filed before the conclusion of the initial pretrial conference.

RULE 9019-1 SETTLEMENTS AND AGREED ORDERS

(a) Order. Subject to the requirements of Federal Bankruptcy Rules 2002(a)(3), 4001(d), and 9019, when the court is advised by the moving party that an adversary proceeding or contested matter has been settled, the court can enter an order dismissing the adversary proceeding or contested matter and providing for the payment of costs. Such an order of dismissal will be without prejudice to the right of a party to move for good cause to reopen the proceeding or matter within a reasonable time after settlement should have occurred if the settlement is not consummated. Alternatively, the court, upon notification by counsel that a proceeding or matter has been settled, can require counsel to submit, within ten (10) days, a proposed order providing for the settlement, in default of which the court can enter judgment or other appropriate order.

(b) Complete Disposition. An order entered pursuant to this Rule has the effect of noting the settlement of the entire adversary proceeding or contested matter, including all claims, counterclaims, third-party claims, and cross-claims, unless otherwise stated.

RULE 9019-2 ALTERNATIVE DISPUTE RESOLUTION

A Bankruptcy Dispute Resolution Program ("BDRP") will be maintained and available to facilitate the resolution of disputes. The BDRP is to operate in such a way as to allow the participants

to use a variety of alternative dispute resolution methods. These methods may include but are not limited to: mediation, negotiation, early neutral evaluation and settlement facilitation. The specific method or methods employed will be those that are appropriate, as determined by the Resolution Advocate and the parties.

(a) Cases Eligible for Inclusion in the BDRP. All controversies arising in an adversary proceeding, contested matter, or other dispute in a bankruptcy case, will be eligible for referral to the BDRP except:

- (1) Employment and compensation of professionals;
- (2) Compensation of trustees and examiners;
- (3) Objections to discharge under 11 U.S.C. § 727, except where such objections are joined with disputes over dischargeability of debts under 11 U.S.C. § 523; and
- (4) Matters involving contempt or other types of sanctions.

(b) Panel of Resolution Advocates. The court shall maintain a panel of professionals (the "Panel") who have volunteered to serve as Resolution Advocates to assist in resolution of matters referred to the BDRP.

- (1) An application to serve as a member of the Panel (see Local Bankruptcy Form J-1) must be submitted to the BDRP Administrator by the deadlines established by the court each year.

(2) In order to qualify for service as a Resolution Advocate, each applicant must certify that the applicant is willing, (A) to serve as a Resolution Advocate for a minimum of one year, and (B) to evaluate or mediate pro bono matters not more often than once in six (6) months, subject only to unavailability due to conflicts, personal or professional commitments, or other matters that would make service inappropriate;

(3) The Applicant may indicate the Applicant's availability to act as a Compensated Resolution Advocate in addition to the unpaid services described in paragraph (2) above. The Applicant should state the rates the Applicant would charge for such services;

(4) The court may limit panel membership to keep the Panel at an appropriate size and to ensure that the Panel is comprised of individuals with broad-based experience, superior skills and qualifications.

(c) Administration of the BDRP. A judge of this court will be appointed by the Chief Judge to serve as the BDRP Administrator. The BDRP Administrator will be aided by a staff member of the court, who will collect applications, maintain the roster of the Panel, track and compile results of the BDRP, and handle such other administrative duties as are necessary.

(d) Assignment to Dispute Resolution.

(1) If requested in writing by the parties, a contested matter, adversary proceeding, or other dispute (hereinafter collectively referred to as "Matter" or "Matters") may be assigned to the BDRP by order of the court.

(2) While as a general rule participation in the BDRP is voluntary, any judge, acting sua sponte or on the request of a party, may designate specific Matters for inclusion in the program.

(3) If a Matter is assigned to the BDRP, the parties will be presented with the order assigning the Matter to the BDRP and a current roster of the Panel. The parties will be given the opportunity to confer and designate a mutually acceptable Resolution Advocate as well as an alternate Resolution Advocate.

(4) With the consent of the Judge, the parties may select a Resolution Advocate who is not a member of the Panel, who shall be subject to the applicable provisions of this Rule.

(5) If the parties cannot agree, or if the judge deems selection by the court to be appropriate, the judge will select a Resolution Advocate.

(6) The order assigning a Matter to the BDRP will be Local Bankruptcy Form J-2(a). The Order Appointing Resolution Advocate will be Local Bankruptcy Form J-2(b). The original orders will be docketed and retained in the case or adversary proceeding file and copies mailed by the party so designated by the judge to the assigned Resolution Advocate, the alternate Resolution Advocate, the BDRP Administrator's staff assistant and to all parties with a cognizable interest in the dispute. Assignment to the BDRP does not alter or affect any time limits, deadlines, scheduling matters or orders in any adversary proceeding, contested matter or other proceeding, unless specifically ordered by the court.

(7) A Resolution Advocate must promptly determine all conflicts or potential conflicts in the same manner as under the applicable rules pertaining to the Resolution Advocate's profession. If the Resolution Advocate's firm has represented one or more of the parties, the Resolution Advocate must promptly disclose that circumstance to all parties in writing. A party who believes that the assigned Resolution Advocate has a conflict of interest may promptly bring that matter to the attention of the Resolution Advocate. If the Resolution Advocate does not withdraw from the assignment, the matter must be brought to the attention of the court by the Resolution Advocate or any party.

(e) Dispute Resolution Procedures.

(1) Within seven (7) calendar days of notification of appointment, the Resolution Advocate shall:

(A) give notice to the parties of the time and place for the BDRP conference. The conference will commence not later than sixty (60) calendar days following the date of appointment of the Resolution Advocate unless the Order of Appointment provides a different time period in which to commence the BDRP Conference, and which will be held in a suitable neutral setting, such as the office of the Resolution Advocate. The Resolution Advocate will circulate for signature the Confidentiality Agreement, Local Bankruptcy Form J-3 at this conference; or

(B) if the Resolution Advocate is not available to serve in the Matter, notify the parties, the alternate Resolution Advocate, and the BDRP Administrator's staff assistant of that unavailability. The alternate Resolution Advocate will thereafter serve as the Resolution Advocate. Upon written stipulation between the Resolution Advocate and the parties, the BDRP conference may be continued for a period not to exceed thirty (30) days.

(2) Unless modified by the Resolution Advocate, no later than eight (8) days of notification prior to the date of the BDRP Conference, each party must submit a written BDRP Statement directly to the Resolution Advocate. The plaintiff or movant will provide the Resolution Advocate with copies of the complaint or motion and the answer or opposition with respect to the contested matter along with the BDRP Statement. For good cause, the judge may order a different schedule. The Resolution Advocate must keep a BDRP Statement confidential and not disclose its contents to anyone without express written consent of the party submitting it.

(3) Such statements will not exceed ten (10) pages (not counting exhibits and attachments). While such statements may include any information that would be useful, they must:

- (A) identify the person(s), in addition to counsel, who will attend the session as representative of the party with decision making authority;

- (B) describe briefly the substance of the dispute;

- (C) address whether there are legal or factual issues whose early resolution might appreciably reduce the scope of the dispute or contribute significantly to settlement;

- (D) identify the discovery that could contribute most to equipping the parties for meaningful discussions;

(E) set forth the history of past settlement discussions, including disclosure of prior and any presently outstanding offers and demands;

(F) make an estimate of the cost and time to be expended for further discovery, pretrial motions, expert witnesses and trial;

(G) indicate presently scheduled dates for further status conferences, pretrial conferences, trial or otherwise; and

(4) Parties may identify in the BDRP Statements persons connected to a party opponent (including a representative of a party opponent's insurance carrier) whose presence at the BDRP Conference would improve substantially the prospects for making the session productive; the fact that a person has been so identified, will not, by itself, result in an order compelling that person to attend the BDRP Conference. A separate motion and court order are required.

(5) Parties must attach to their written BDRP Statements copies of documents out of which the dispute has arisen, e.g., contracts and those documents whose availability would materially advance the purposes of the BDRP Conference.

(6) The BDRP Statements shall not be filed. The court shall not have access to them.

(7) Counsel for each party who is primarily responsible for the Matter (or the party, who is proceeding pro se) will personally attend the BDRP Conference and any adjourned sessions of that conference. Counsel for each party must come prepared to discuss resolution of the Matter in detail and in good faith.

(8) All individual parties, and representatives with authority to negotiate and to settle the Matter on behalf of parties other than individuals, shall attend the BDRP Conference in person, unless excused by the Resolution Advocate for cause. A party or lawyer who is excused from appearing in person at the BDRP Conference may be required to participate by telephone.

(9) The Resolution Advocate may direct parties to attend a second BDRP Conference, if in the judgment of the Resolution Advocate, a subsequent mediation session would promote resolution of the dispute.

(10) Willful failure to attend the BDRP Conference, or other violations of this Rule, shall be reported to the court by the Resolution Advocate and may result in the imposition of sanctions by the court.

(11) (A) All written and oral communications made in connection with or during any BDRP Conference, including

the BRRP Statements, will be subject to all protections afforded by Fed. R. Evid. 408. No such communication may be used in any present or future proceeding for any purpose. Nevertheless, if all of the parties to the BDRP and the Resolution Advocate agree in writing, such communications may be disclosed. Notwithstanding the foregoing, this paragraph 11(A) does not require the exclusion of any evidence:

- (i) otherwise discoverable, merely because it is presented in the course of a BDRP conference; or
- (ii) offered for another purpose, such as providing bias or prejudice of a witness, negating a contention of undue delay, or proving an effort to obstruct a criminal investigation or prosecution.

(B) Nothing in this section (e) will be construed to prevent parties, counsel or Resolution Advocates from responding in absolute confidentiality, to inquiries or surveys by persons authorized by this court to evaluate the BDRP. Nor will anything in this section be construed to prohibit parties from entering into written agreements resolving some or all of the Matter or entering or filing procedural or factual stipulations based on suggestions or agreements made in connection with a BDRP conference.

(12) If the Resolution Advocate makes any oral or written suggestions as to the advisability of a change in any party's position with respect to settlement, the attorney for that party must promptly transmit that suggestion to the client.

(13) The Resolution Advocate has no obligation to make any written comments or recommendations, but may, as a matter of discretion, provide the attorneys for the parties with a written settlement recommendation memorandum. No copy of any such memorandum will be filed with the clerk or made available in whole or in part, directly or indirectly, to the court.

(14) The BDRP Conference will proceed informally. Rules of evidence do not apply. There will be no formal examination or cross-examination of witnesses. Where necessary, the Resolution Advocate may conduct continued BDRP Conferences after the initial session. As appropriate, the Resolution Advocate may:

(A) permit each party (through counsel or otherwise) to make an oral presentation of its position;

(B) help the parties identify areas of agreement and, where feasible, enter stipulations;

(C) assess the relative strengths and weaknesses of the parties' contentions and evidence, and explain as

carefully as possible the reasoning of the Resolution Advocate that supports these assessments;

(D) assist the parties, through separate consultation or otherwise, in settling the dispute;

(E) estimate, where feasible, the likelihood of liability and the dollar range of damages;

(F) help the parties devise a plan for sharing the important information and/or conducting the key discovery that will equip them as expeditiously as possible to participate in meaningful settlement discussions or to posture the cases for disposition by other means; and

(G) determine whether some form of follow-up to the conference would contribute to the case development process or to settlement.

(f) Procedure Upon Completion of Dispute Resolution Session.

Upon the conclusion of the BDRP conference, the following procedure will be followed:

(1) If the parties have reached an agreement regarding the disposition of the Matter, the parties, with the advice of Resolution Advocate, will determine who will prepare the writing to dispose of the Matter, and they may continue the BDRP Conference to a date convenient to all parties and the Resolution Advocate as necessary. Where required by

provisions of the Bankruptcy Code or other applicable law, they must promptly submit the fully executed stipulation to the court for approval. Where court approval is not required, the written agreement disposing of the matter will be enforceable pursuant to applicable law.

(2) The Resolution Advocate must file with the court and serve on the parties and the BDRP Administrator's staff assistant, within ten (10) calendar days, Local Bankruptcy Form J-4 showing whether there has been compliance with the BDRP Conference requirements of this Rule, and whether or not a settlement has been reached. Regardless of the outcome of the BDRP Conference, the Resolution Advocate will not provide the court with any details of the substance of the conference; and

(3) In order to assist the BDRP Administrator in compiling useful data to evaluate the BDRP, and to aid the court in assessing the efforts of the members of the Panel, the Resolution Advocate will provide the BDRP Administrator's staff assistant with an estimate of the number of hours spent in the BDRP Conference and otherwise on the matter, which report must be on Local Bankruptcy Form J-5.

(g) Compensated Resolution Advocacy. In addition to serving as a Resolution Advocate on a pro bono basis, a panel member may act as a Compensated Resolution Advocate ("CRA") in other matters.

(1) The CRA will be appointed as set forth above in this Rule, but the appointing Order will set forth the terms of the CRA's engagement.

(2) If the CRA is to receive compensation from the bankruptcy estate,

(A) a notice shall be filed setting forth the identity of the Resolution Advocate (whether or not on the panel) and the terms and conditions of compensation (including hourly rate) with a right to object/comment on such terms and conditions, subject to such time limitations as the Judge deems reasonable under the circumstances;

(B) if the proposed compensation to the Resolution Advocate is \$3,000.00 or less, there is no need for further court order to authorize payment to the Resolution Advocate;

(C) if the proposed compensation to the Resolution Advocate is proposed to be more than \$3,000.00, a notice for an award of final compensation shall be filed by or on behalf of the Resolution Advocate and served as an application under Bankruptcy Rule 2002(a)(6) with an opportunity for parties to object/comment within twenty (20) days after the filing of the notice; however, the inability of the BDRP to result in a settlement/

stipulation shall not be a factor to be used in awarding less compensation than would be allowed based on an application of the terms and conditions of compensation upon retention of the Resolution Advocate; and

(D) the estate's share of such compensation shall be an administrative claim against the estate.

(3) Unless the appointing order provides for compensation solely by the bankruptcy estate, no CRA will be appointed without the consent of all parties to the controversy submitted to the BDRP.

RULE 9029-1 LOCAL BANKRUPTCY RULES - GENERAL

Any judge of this court may suspend or modify a requirement or provision of any of these Rules in a particular case, adversary proceeding or contested matter on the court's own motion or on motion of a party.

RULE 9033-1 PROPOSED FINDINGS OF FACT AND CONCLUSIONS OF LAW IN NON-CORE PROCEEDING

When a party has objected to proposed findings or conclusions pursuant to Federal Bankruptcy Rule 9033(b), for the purpose of preparing the record and identifying the issues for the District Court, the parties will follow the procedures set forth in Federal Bankruptcy Rule 8006 by treating the objection(s) as an appeal. The bankruptcy judge may order the designated extract supplemented.

RULE 9036-1 NOTICE BY ELECTRONIC TRANSMISSION

(a) Facsimile Notice. In addition to methods of notice available under the Federal Bankruptcy Rules, notice may be given by hand-delivery or facsimile transmission, except that the Clerk shall not accept for filing any facsimile transmission. All notices given by facsimile transmission shall be followed by hard copy notice with original signature mailed by the next business day.

(b) Electronically Filed Notice and Service. If an attorney has requested in a case notice and service by electronic transmission, notice or service is complete when the sender obtains electronic confirmation that the transmission of the Notice of service has been received.

RULE 9070-1 EXHIBITS

(a) Pending Appeal. From the conclusion of a hearing or trial to the expiration of the time within which to file a notice of appeal or, in the event that an appeal is taken, until the transmission of the record to the District Court, the Clerk will retain all documentary exhibits except ones of unusual bulk or weight. Documents of unusual bulk or weight and all non-documentary exhibits will remain in the custody of the attorney presenting them, who (1) will permit inspection of them by counsel for another party for the purpose of preparing the record on appeal, (2) will be

responsible for their safekeeping, and (3) if requested, will send them to the appellate court.

(b) Upon Termination of Action. Upon the closing of a contested matter or adversary proceeding, the Clerk will send notice to all counsel advising counsel to remove, within thirty (30) days, all trial and hearing exhibits and all sealed materials that counsel presented at any time during the pendency of the contested matter or adversary proceeding. If a party fails to retrieve exhibits within thirty (30) days, the exhibits will be discarded by the Clerk.

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B. [Local District Court Rules for Bankruptcy Proceedings with Cross-Reference](#)

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NOTICE OF FILING OF CASE IN BANKRUPTCY COURT

IN THE CIRCUIT COURT FOR
_____ COUNTY, MARYLAND

IN RE

*

*

Civil No. _____

VS.

*

*

*

*

*

*

*

*

NOTICE OF FILING OF CASE IN BANKRUPTCY COURT

You are hereby notified of the filing of a case in the _____ Division of the United States Bankruptcy Court for the District of Maryland for the following debtor(s):
_____. The bankruptcy case No. is _____. It is a case under Chapter _____ filed on _____.

_____ The case is now pending.

Attorney for Debtor(s)

OR

Debtor(s), if Pro Se

Name: _____

Name: _____

Address: _____

Address: _____

Tel. No. _____

Tel. No. _____

OR

Attorney for Petitioning Creditor(s) _____

Address: _____

Tel. No. _____

Petitioning Creditor(s) _____

*

*

*

*

*

*

I hereby certify that copies of the foregoing Notice of Filing of Bankruptcy Case were mailed this _____ day of _____, 20____, to the Judge of the court assigned this case and to the following counsel of record:

Signature of Affiant

**UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND**
at _____

IN RE:

*

Case No. _____

*

Chapter _____

Debtor(s)

*

Movant(s)

*

vs.

*

Respondent(s)

*

*

*

*

*

*

*

**NOTICE OF MOTION FOR RELIEF FROM STAY
AND HEARING THEREON**

_____ has filed papers with the court seeking relief from the automatic stay of 11 U.S.C. § 362(a) to enable it to proceed to _____. Your rights may be affected. You should read these papers carefully and discuss them with your lawyer, if you have one in this bankruptcy case. (If you do not have a lawyer, you may wish to consult one.)

If you do not want the court to grant the motion for relief from stay, or if you want the court to consider your views on the motion, then by _____ * you or your lawyer must file a written response with the Clerk of the Bankruptcy Court explaining your position and mail a copy to:

[movant's attorney's name and address, or movant's name if pro se]
[names and addresses of others to be served]

If you mail rather than deliver, your response to the Clerk of the Bankruptcy Court for filing, you must mail it early enough so that the court will receive it by the date stated above.

The hearing is scheduled for _____, at _____, ** in Courtroom _____, United States Bankruptcy Court, _____.

IF YOU OR YOUR LAWYER DO NOT TAKE THESE STEPS BY THE DEADLINE, THE COURT MAY DECIDE THAT YOU DO NOT OPPOSE THE RELIEF SOUGHT IN THE MOTION AND MAY GRANT OR OTHERWISE DISPOSE OF THE MOTION BEFORE THE SCHEDULED HEARING DATE.

DATE: _____ *** _____ Signature (Attorney or Movant if pro se)

Telephone No. _____

[*] Insert date that is **17 days** after the date of this notice (service).

[**] Insert date and time from list of dates available for judge assigned case that is more than **21 days** after the date of this notice.

[***] Insert date notice served.

Local Bankruptcy Form B

CERTIFICATE OF SERVICE

I certify that on the _____ day of _____, 20____, copies of the notice and motion for relief from stay were served upon the party (parties) whose name(s) and address(es) are listed below.

(1)

(2)

(3)

(4)

(5)

(6)

Signature

Print Name

NOTE: Service must be made pursuant to Federal Bankruptcy Rule 7004

**UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND
at _____**

IN RE:

	*	Case No. _____
	*	Chapter _____
Debtor(s)	*	
	*	
Movant(s)	*	
vs.	*	
	*	
Respondent	*	

* * * * * * *

**NOTICE OF DEBTOR(S)' MOTION
TO AVOID LIEN PURSUANT TO 11 U.S.C. § 522(f)
AND HEARING THEREON**

A motion was filed on behalf of the debtor(s) to avoid a lien held by _____. Your rights may be affected. You should read these papers carefully and discuss them with your lawyer. (If you do not have a lawyer, you may wish to consult one.) A copy of the motion is attached.

If you do not want the court to grant the motion avoiding the lien, or if you want the court to consider your views on the motion, then by _____ * you or your lawyer must file with the Clerk of the Bankruptcy Court a response to the motion explaining your position and mail a copy of the response to:

[movant's attorney's name and address, or movant's name if pro se]

If you mail, rather than deliver, your response to the Clerk of the Court for filing, you must mail it early enough so that the court will receive it by the date stated above.

If you file a timely response to the motion, the hearing on the motion will take place on _____, at _____, ** in Courtroom _____, United States Bankruptcy Court, _____.

If you or your lawyer do not file and serve a timely response to the motion, the court may find that you do not oppose the relief sought in the motion and may grant or otherwise dispose of the motion before the scheduled hearing date.

DATE: _____ ***

Signature (Attorney or Movant if pro se)_____
Telephone No. _____[*] Insert date that is at least **25 days** after the date this notice is mailed.[**] Insert date and time from list of dates available for judge assigned case that is at least **50 days** after the date of this notice.

[***] Insert date notice served.

Local Bankruptcy Form C

CERTIFICATE OF SERVICE

I certify that on the _____ day of _____, 20____, copies of the notice and motion to avoid lien were served upon the Respondent c/o the name and at the address set forth below.

(1)

(2)

(3)

(4)

(5)

(6)

Signature

Print Name

NOTE: Service must be made pursuant to Federal Bankruptcy Rule 7004

Local Bankruptcy Form C
Page Two

UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF MARYLAND

IN RE:

*

*

Case No. _____

*

Chapter _____

*

Adversary Proceeding No. _____

Debtor(s) _____

F I N A N C I A L S T A T E M E N T

<u>MONTHLY INCOME</u>		<u>MONTHLY EXPENSES:</u>	<u>Party</u>	<u>Children</u>	<u>Expenses Now Paid by Spouse</u>
GROSS:	\$ _____	Rent	_____	_____	_____
LESS DEDUCTIONS:		House Payment	_____	_____	_____
Federal Tax	_____	Utilities: Heat	_____	_____	_____
State Tax	_____	Gas & Light	_____	_____	_____
FICA or Retirement	_____	Telephone	_____	_____	_____
All other deductions	_____	Food	_____	_____	_____
	_____	Medical, Dental	_____	_____	_____
	_____	Transportation	_____	_____	_____
NET INCOME:	\$ _____	Insurance: Life	_____	_____	_____
Income from property	_____	Health	_____	_____	_____
	_____	Auto	_____	_____	_____
Income from any other sources	_____	Other	_____	_____	_____
Tax Refund	_____	Child Care Expense	_____	_____	_____
Monies from spouse	_____	Recreation	_____	_____	_____
	_____	Incidentals	_____	_____	_____
	_____	Periodic Pymts. (attach list)	_____	_____	_____
TOTAL MONIES RECEIVED:	_____	TOTAL EXPENSES:	_____	_____	_____

A S S E T SL I A B I L I T I E S

_____ \$ _____	_____ \$ _____
_____	_____
_____	_____
_____	_____
TOTAL ASSETS:	TOTAL LIABILITIES
\$ _____	\$ _____

I HEREBY SWEAR OR AFFIRM UNDER THE PENALTIES OF PERJURY
THAT THE ABOVE FINANCIAL STATEMENT IS TRUE AND CORRECT.

Local Bankruptcy Form D

(Party)

(Date)

Form B240
3/99

REAFFIRMATION AGREEMENT
UNITED STATES BANKRUPTCY COURT

DISTRICT OF _____

Debtor's Name

Bankruptcy Case No
Chapter

Creditor's Name and Address

Instructions: 1) Attach a copy of all court judgments, security agreement, and evidence of their perfection.
2) File all the documents by mailing them or delivering them to the Clerk of the Bankruptcy Court.

NOTICE TO DEBTOR:

This agreement gives up the protection of your bankruptcy discharge for this debt.

As a result of this agreement, the creditor may be able to take your property or wages if you do not pay the agreed amounts. The creditor may also act to collect the debt in other ways.

You may rescind (cancel) this agreement at any time before the Bankruptcy Court enters a discharge order or within 60 days after this agreement is filed with the court, whichever is later, by notifying the creditor that the agreement is canceled.

You are not required to enter into this agreement by any law. It is not required by the Bankruptcy Code, by any other law, or by any contract (except another reaffirmation agreement made in accordance with Bankruptcy Code § 524 (c)).

You are allowed to pay this debt without signing this agreement. However, if you do not sign this agreement and are later unwilling or unable to pay the full amount, the creditor will not be able to collect it from you. The creditor also will not be allowed to take your property to pay the debt unless the creditor has a lien on that property.

If the creditor has a lien on your personal property, you may have a right to redeem the property and eliminate the lien by making a single payment to the creditor equal to the current value of the property, as agreed by the parties or determined by the court.

Local Bankruptcy Form E

This agreement is not valid or binding unless it is filed with Clerk of the Bankruptcy Court. If you were not represented by an attorney during the negotiation of this reaffirmation agreement, the agreement cannot be enforced by the creditor unless 1) you have attended a reaffirmation hearing in the Bankruptcy Court, and 2) the agreement has been approved by the Bankruptcy Court. (Court approval is not required if this is a consumer debt secured by a mortgage or other lien on your real estate.)

REAFFIRMATION AGREEMENT

The debtor and creditor named above agree to reaffirm the debt described in this agreement as follows:

THE DEBT

Total Amount of Debt When Case was Filed \$ _____

Total Amount of Debt Reaffirmed \$ _____

Above total includes the following:

Interest Accrued to Date of Agreement \$ _____

Attorney Fees \$ _____

Late Fees \$ _____

Other Expenses or Costs Relating to the Collection of this Debt (Describe) \$ _____

Annual Percentage Rate (APR) _____ %

Amount of Monthly Payment \$ _____

Date Payments Start _____

Total Number of Payments to be made _____

Total of Payments if paid according to schedule _____

Date Any Lien Is to Be Released if paid according to schedule _____

The debtor agrees that any and all remedies available to the creditor under the security agreement remain available.

All Additional Terms Agreed to by the Parties (if any):

Payments on this debt [were][were not] in default on the date on which this bankruptcy case was filed.

This agreement differs from the original agreement with the creditor as follows:

CREDITOR'S STATEMENT CONCERNING AGREEMENT AND
SECURITY/COLLATERAL
(IF ANY)

Description of collateral. If applicable, list manufacturer, year and model.

Value \$ _____

Basis or Source for Valuation _____

Current Location and Use of Collateral _____

Expected Future Use of Collateral _____

Check Applicable Boxes:

- ☐ Any lien described herein is valid and perfected.
- ☐ This agreement is part of a settlement of a dispute regarding the dischargeability of this debt under section 523 of the Bankruptcy Code (11 U.S.C. § 523) or any other dispute. The nature of dispute is _____

DEBTOR'S STATEMENT OF
EFFECT ON AGREEMENT ON DEBTOR'S FINANCES

My Monthly Income (take home pay plus any other income received) is \$ _____.

My current monthly expenses total \$ _____, not including any payment due under this agreement or any debt to be discharged in this bankruptcy case.

I believe this agreement [will][will not] impose an undue hardship on me or my dependents.

DEBTOR'S STATEMENT CONCERNING DECISION TO REAFFIRM

I agree to reaffirm this debt because _____

I believe this agreement is in my best interest because _____

I [considered][did not consider] redeeming the collateral under section 722 of the Bankruptcy Code (11 U.S.C. § 722). I chose not to redeem because _____

I [was][was not] represented by an attorney during negotiations on this agreement.

CERTIFICATION OF ATTACHMENTS

Any documents which created and perfected the security interest or lien [are][are not] attached.

[if documents are not attached]: The documents which created and perfected the security interest or lien are not attached because _____

SIGNATURES

(Signature of Debtor)

Date _____

(Name of Creditor)

(Signature of Creditor Representative)

Date _____

(Signature of Joint Debtor)

Date _____

CERTIFICATION BY DEBTOR'S ATTORNEY (IF ANY)

I hereby certify that: 1) this agreement represents a fully informed and voluntary agreement by the debtor(s); 2) this agreement does not impose a hardship on the debtor or any dependent of the debtor; and 3) I have fully advised the debtor of the legal effect and consequences of this agreement and any default under this agreement.

(Signature of Debtor's Attorney, if any)

Date

NOTE: EFFECTIVE 7/1/95 - \$50.00 FILING FEE (non-refundable) REQUIRED FOR MOTION FOR ADMISSION PRO HAC VICE, PAYABLE TO CLERK, U.S. DISTRICT COURT

**IN UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND**

at _____

_____	*	Bankruptcy Case No. _____
Plaintiff(s),	*	
	*	
v.	*	Adversary No. _____
_____	*	
Defendant(s).		

MOTION FOR ADMISSION PRO HAC VICE

Pursuant to Local Bankruptcy Rule 9010-3(b) of this court, and Local Rule 101.1(b) of the U.S. District Court for the District of Maryland, _____, Esquire, a member of the bar of this court, moves the admission of _____, Esquire, to appear PRO HAC VICE in the captioned proceeding as counsel for _____.

Movant and the proposed admittee respectfully certify as follows:

- 1) The proposed admittee is not a member of the Bar of Maryland.
- 2) The proposed admittee is a member in good standing of the bar(s) of the state(s) of _____

_____ and/or the following United States Court(s):

- 3) During the twelve (12) months immediately preceding the filing of this motion, the proposed admittee has been admitted PRO HAC VICE in this court in the following matters:

4) The proposed admittee has never been disbarred, suspended, or denied admission to practice, or has set forth all relevant facts, including disposition, as follows:

5) The proposed admittee is familiar with the Federal Bankruptcy Rules, the Local Bankruptcy Rules, the Federal Rules of Evidence, and the Maryland Lawyers' Rules of Professional Conduct, and understands that he/she shall be subject to the disciplinary jurisdiction of this court.

6) Co-counsel for the proposed admittee in this proceeding will be the undersigned or _____, Esquire, who has been formally admitted to the bar of the U.S. District Court for the District of Maryland.

7) It is understood that admission PRO HAC VICE does not constitute formal admission to the bar of the U.S. District Court for the District of Maryland.

Respectfully submitted,

Movant --

Signature: _____

Printed Name: _____

Address: _____

Office Phone Number: _____

Maryland U.S. District Court Number: _____

Proposed Admittee --

Signature: _____

Printed Name: _____

Address: _____

Office Phone Number: _____

ORDER

Motion _____ Granted

Motion _____ Granted subject to payment of \$50.00 filing fee to Clerk of Court

Motion _____ Denied

Date: _____

United States Bankruptcy Judge
for the District of Maryland

10/22/98 -- Adm-1.2
Local Bankruptcy Form F
Page Two

**UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND**
at _____

IN RE:

Debtor(s).

CASE NO. _____

Chapter 13

Movant(s),

vs.

Respondent(s).

*
*
*
*
*
*
*
*
*

**NOTICE OF DEBTOR(S)' MOTION TO AVOID LIEN ON PRINCIPAL RESIDENCE
PURSUANT TO 11 U.S.C. § 506 AND HEARING THEREON**

A motion was filed on behalf of the debtor(s) to avoid a lien held by _____. Your rights may be affected. You should read these papers carefully and discuss them with your lawyer. (If you do not have a lawyer, you may wish to consult one.) A copy of the motion is attached.

If you do not want the court to grant the motion avoiding the lien, or if you want the court to consider your views on the motion, then by _____* you or your lawyer must file with the Clerk of the Bankruptcy Court a response to the motion explaining your position and mail a copy of the response to:

[movant's attorney's name and address, or movant's name if pro se]

If you mail, rather than deliver, your response to the Clerk of the Court for filing, you must mail it early enough so that the court will receive it by the date stated above.

If you file a timely response to the motion, the hearing on the motion will take place on _____, at _____,** in Courtroom _____, United States Bankruptcy Court, _____.

If you or your lawyer do not file and serve a timely response to the motion, the court may find that you do not oppose the relief sought in the motion and may grant or otherwise dispose of the motion before the scheduled hearing date.

DATE: _____***

Signature (Attorney or Movant if pro se)

Telephone No. _____

[*] Insert date that is at least **30 days** after the date this notice is mailed.[**] Insert date and time from list of dates available for judge assigned case that is at least **50 days** after the date of this notice.

[***] Insert date notice served.

CERTIFICATE OF SERVICE

I certify that on the _____ day of _____, 200 , copies of the notice and motion to avoid lien were served upon the Respondent c/o the name and at the address set forth below.

(1)

(2)

(3)

(4)

(5)

(6)

Signature

Print Name

NOTE: Service must be made pursuant to Federal Bankruptcy Rule 7004

**UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND**

at _____

IN RE:

*

**CASE NO. _____
CHAPTER 13**

Debtor(s)

*

*

*

Movant(s)

*

vs.

*

Respondent(s)

*

ORDER GRANTING MOTION TO AVOID LIEN ON DEBTOR(S)' PRINCIPAL RESIDENCE

Having considered debtor's Motion to Avoid Lien, and any response filed thereto, and it appearing that proper notice has been given, pursuant to 11 U.S.C. § 506 and for the reasons set forth in the case of Johnson vs. Asset Management Group, LLC, 226 B.R. 364 (D. Md. 1998), it is by the United States Bankruptcy Court for the District of Maryland,

ORDERED, that the claim of Respondent be and is hereby deemed wholly unsecured.

ORDERED, that at such time as a discharge Order is entered pursuant to 11 U.S.C. § 1328(a) in this case, the lien held in favor of Respondent on debtor's real property described as: _____, shall be void, and it is further

ORDERED, that the claim of Respondent herein shall be allowed as a general unsecured claim under the debtor's plan.

cc: Trustee
Debtor(s)
Debtor(s)' Attorney
Respondent
U.S. Trustee

End of Order

Local Bankruptcy Form H

**APPLICATION
UNITED STATES BANKRUPTCY COURT
DISTRICT OF MARYLAND
BANKRUPTCY DISPUTE RESOLUTION PROGRAM PANEL**

Name: _____

Office Address: _____

City _____ State _____ Zip _____

Office Phone: _____ Office Fax: _____

Education: _____

Professional licenses or memberships and accreditations:

Dispute Resolution Training: Yes _____ No _____

(a) U.S. Bankruptcy Court Training _____

(b) Other Training _____

Experience: _____

Local Bankruptcy Form J-1

Counties in which you are willing to serve as a Resolution Advocate:

If you are also applying to be a Compensated Resolution Advocate, rates charged:

Additional Information: _____

I hereby certify that the information set forth above is true and correct.¹ I agree to serve for a minimum of one year and to act as an unpaid Resolution Advocate in matters, not to exceed one matter per calendar quarter.

Date

Signature

Local Bankruptcy Form J-1

¹ It is the responsibility of the applicant to submit an amended application if any information contained on this application changes.

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND
at _____**

In Re:

*

*

Case No. _____

*

Chapter _____

Debtor(s)

*

*

*

*

Plaintiff(s)/Movant(s)

*

vs.

*

Adversary No. _____

*

(if appropriate)

Defendant(s)/Respondent(s)

*

**ORDER ASSIGNING MATTER
TO THE BANKRUPTCY DISPUTE RESOLUTION PROGRAM**

In an effort to facilitate resolution of the dispute herein, and

_____ the parties having requested in writing

_____ the below-signed Judge having *sua sponte* determined

that the above-captioned contested matter/adversary proceeding/dispute be assigned to the Bankruptcy Dispute Resolution Program, it is, by the United States Bankruptcy Court for the District of Maryland

ORDERED, pursuant to Local Bankruptcy Rule 9019-2, that the matter that is the subject of the instant dispute is assigned to the Bankruptcy Dispute Resolution Program.

cc:

End of Order

Local Bankruptcy Form J-2(a)

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND**

at _____

In Re:

*

*

Case No. _____

*

Chapter _____

Debtor(s)

*

*

*

*

Plaintiff(s)/Movant(s)

*

vs.

*

Adversary No. _____

*

(if appropriate)

Defendant(s)/Respondent(s)

*

ORDER APPOINTING RESOLUTION ADVOCATE

This matter having been assigned to the Bankruptcy Dispute Resolution Program of this district, the following are hereby appointed as Resolution Advocate and Alternate Resolution Advocate:

RESOLUTION ADVOCATE:

ALTERNATE:

Name

Name

Address

Address

City, State, Zip

City, State, Zip

Telephone

Telephone

Local Bankruptcy Form J-2(b)

This matter concerns:

() Dischargeability () Objection to Claim () Lien Avoidance

() Other: _____

Special Instruction from the Court: (Compensated/Non-compensated. If compensated, the source of compensation)

_____.

**The attorneys for the parties are:

Attorney for _____ ; Attorney for _____ ;

Name

Name

Address

Address

City, State, Zip

City, State, Zip

Telephone

Telephone

The Parties are to comply with the provisions of Local Bankruptcy Rule 9019-2. All individual parties, and representatives with authority to negotiate and to settle the Matter on behalf of parties other than individuals, must personally attend the BDRP conference unless excused by the Resolution Advocate for cause. Willful failure to attend the BDRP conference and other violations of this order may result in the imposition of sanctions by the court. The BDRP conference is to be commenced sixty (60) days from date hereof.

Counsel for _____ shall mail a copy of this order to the assigned Resolution Advocate, the Alternate Resolution Advocate, and all parties to the dispute and file a proof of such service within five (5) days from the date of this Order.

cc:

End of Order

Local Bankruptcy Form J-2(b)

**** Use additional pages if there are more than two parties.**

**United States Bankruptcy Court
District of Maryland
Bankruptcy Dispute Resolution Program**

Confidentiality Agreement

This agreement is to be signed prior to the commencement of the Bankruptcy Dispute Resolution Program Conference (BDRP Conference) by all parties, their counsel and the Resolution Advocate.

All parties agree as follows:

1. All statements made during the BDRP Conference or otherwise in furtherance of the resolution process are protected by and subject to Federal Rule of Evidence 408 and are privileged and are not discoverable. The Resolution Advocate has, however, an affirmative duty to disclose any statements made which relate to the commission of a crime to the appropriate authorities.

2. Information provided and representations made for the first time during or in connection with the resolution process must be considered confidential unless otherwise agreed to in writing by all the parties with the exception of information or representations that relate to a crime.

3. The Resolution Advocate may not be compelled to testify in any civil proceeding as to any information provided or representations made during or in connection with the resolution process.

4. Nothing presented by another party in the course of a BDRP matter may be introduced into evidence or relied upon in any legal or quasi-legal proceeding, except for information, statements or documents relating to the commission of a crime or evidence otherwise admissible under Fed. R. Evid. 408.

Nonliability of Resolution Advocate: Toward the desired goal of open and complete communication to enable parties to settle their disputes, all parties agree that the Resolution Advocate will not be held liable for any act or omission connected to the resolution process.

Breach of Confidentiality Agreement: In the event of a breach of this confidentiality agreement, the breaching party is liable for all costs, expenses, liabilities and fees including attorneys' fees which the non-breaching party and Resolution Advocate may incur as a result of the breach.

Date_____

Resolution Advocate

Parties

Local Bankruptcy Form J-3

**UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND
at _____**

IN RE:

*

Case No. _____

*

Chapter _____

Debtor(s)

-----*

Adversary No. _____

*

Plaintiff(s)/Movant(s)

vs.

*

INITIAL MEDIATION
CONFIDENTIALITY AGREEMENT

*

Defendant(s)/Respondent(s)

CONFIDENTIAL - NOT TO BE FILED
WITH THE COURT

*

*

*

*

*

*

*

This is an Agreement between the parties and the Mediator to enter into confidential discussions about the mediation of the following issues: _____

[Attach additional page(s) if necessary.]

The undersigned understand and agree to the strict confidentiality of their mediation. Mediation discussions, any draft resolutions and any unsigned mediated agreements must not be disclosed to anyone not involved in the Mediation Program and will not be admissible in any court or administrative proceeding. Only an agreement signed by all parties may be so admissible.

The parties further agree not to call the Mediator to testify concerning the mediation nor to provide any materials from the Mediation Program in any court or administrative proceeding between the parties.

In addition, the Mediator will not be compelled to divulge any materials from the Mediation Program or to testify in regard to the mediation in any judicial or other proceeding.

Local Bankruptcy Form J-3

Dated: _____

(Name of Party)

(Signature of Party)

Dated: _____

(Name of Party's Counsel)

(Signature of Party's Counsel)

Dated: _____

(Name of Party)

(Signature of Party)

Dated: _____

(Name of Party's Counsel)

(Signature of Party's Counsel)

Dated: _____

(Name of Mediator)

(Signature of Mediator)

[Attach additional page(s) if necessary.]

Local Bankruptcy Form J-3

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF MARYLAND**

at _____

IN RE:

*

*

Case No. _____

Chapter _____

Debtor(s)

*

*

*

Plaintiff(s)

vs.

*

Adversary No. _____

*

Defendant(s)

*

*

*

*

*

*

*

CERTIFICATE RE: BDRP CONFERENCE

1. I hereby certify that pursuant to an Order of Assignment by this Court to the Bankruptcy Dispute Resolution Program dated _____, a BDRP Conference was _____ was not _____ held.

(If Applicable)

Date: _____

Continued Date: _____

2. A settlement of this matter was _____ was not _____ reached.

Dated: _____

Resolution Advocate

(Type or Print Name)

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF MARYLAND**

IN RE:

at _____

*

*

Debtor(s)**Case No.** _____**Chapter** _____

*

*

Plaintiff(s)

vs.

Adversary No. _____

*

*

*

Defendant(s)

*

*

*

*

*

*

*

REPORT OF BDRP CONFERENCE

I, _____, Resolution Advocate for the Bankruptcy Dispute Resolution Program (BDRP), state:

1. A BDRP conference was held on _____ at

_____ (attach attendance form(s)).

(If Applicable) Continued Date: _____ at _____

2. The Rules governing the conference were _____ were not _____ complied with.

If not, how? _____

_____.

3. A settlement of this matter was _____ was not _____ reached.

4. If a settlement/resolution was reached, _____

(plaintiff/defendant/other), prepared the written stipulation for settlement.

5. Prior to the preparation of a final written agreement, the parties chose to put the agreement on the court record. Yes _____ No _____

6. I spent _____ hours in preparing for and scheduling the conference(s).

7. I spent _____ hours attending the conference(s).

Local Bankruptcy Form J-5

8. The dispute resolution procedure utilized was: (Check as many as applicable. If more than one is applicable, give the appropriate percentage of time spent on each).

Early Neutral Evaluation _____

Settlement Negotiation _____

Mediation _____

9. Comments/Suggestions: _____

_____.

Dated: _____

Resolution Advocate

(Type or Print Name)

BDRP SESSION ATTENDANCE FORM

Case Name: _____

Case No.: _____

Adversary Proceeding Name: _____

Adversary Proceeding No.: _____

Date of Session: _____

Resolution Advocate: _____

Instructions: Please have **all attorneys and client representatives** who attend the conference(s) provide the following information. The purpose of this information is to facilitate survey research of the value of the BDRP.

ATTORNEYS

Name: _____

Name: _____

Firm Name: _____

Firm Name: _____

Address: _____

Address: _____

Phone: (____) _____

Phone: (____) _____

Attorney for: _____

Attorney for: _____

Name: _____

Name: _____

Firm Name: _____

Firm Name: _____

Address: _____

Address: _____

Phone: (____) _____

Phone: (____) _____

Attorney for: _____

Attorney for: _____

CLIENT REPRESENTATIVES

Name: _____

Firm Name: _____

Address: _____

Phone: (____)_____

Party Representing:_____

Name: _____

Firm Name: _____

Address: _____

Phone: (____)_____

Party Representing:_____

Name: _____

Firm Name: _____

Address: _____

Phone: (____)_____

Party Representing:_____

Name: _____

Firm Name: _____

Address: _____

Phone: (____)_____

Party Representing:_____

Name: _____

Firm Name: _____

Address: _____

Phone: (____)_____

Party Representing:_____

Name: _____

Firm Name: _____

Address: _____

Phone: (____)_____

Party Representing:_____

**UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND**

IN RE: Debtor(s). <hr style="width: 30%; margin-left: 0;"/> Movant(s), vs. Respondent(s).	* * * * * *	at _____ CASE NO. _____ Chapter 13 Account No. _____ (Loan account number that bears lien sought to be avoided)
---	--	---

**NOTICE OF DEBTOR(S)' MOTION TO VALUE COLLATERAL
AND TO AVOID SECURITY INTEREST PURSUANT TO 11 U.S.C. § 506 AND
HEARING THEREON**

A motion was filed on behalf of the debtor(s) to value collateral or to avoid a security interest held by _____. Your rights may be affected. You should read these papers carefully and discuss them with your lawyer. (If you do not have a lawyer, you may wish to consult one.) A copy of the motion is attached.

If you do not want the court to grant the motion avoiding the lien, or if you want the court to consider your views on the motion, then by _____* you or your lawyer must file with the Clerk of the Bankruptcy Court a response to the motion explaining your position and mail a copy of the response to:

[movant's attorney's name and address, or movant's name and address if pro se]

If you mail, rather than deliver, your response to the Clerk of the Court for filing, you must mail it early enough so that the court will receive it by the date stated above.

If you file a timely response to the motion, the hearing on the motion will take place on _____, at _____,** in Courtroom _____, United States Bankruptcy Court, _____.

If you or your lawyer do not file and serve a timely response to the motion, the court may find that you do not oppose the relief sought in the motion and may grant or otherwise dispose of the motion before the scheduled hearing date.

DATE: _____***

Signature (Attorney or Movant if pro se)

Telephone No. _____

[*] Insert date that is at least **30 days** after the date this notice is mailed.

[**] Insert date and time from list of dates available for judge assigned case that is at least **50 days** after the date of this notice.

[***] Insert date notice served.

CERTIFICATE OF SERVICE

I certify that on the _____ day of _____, 200 , copies of the notice and motion to value collateral or to avoid lien were served upon the Respondent c/o the name and at the address set forth below.

(1)

(2)

(3)

(4)

(5)

(6)

Signature

Print Name

NOTE: Service must be made pursuant to Federal Bankruptcy Rule 7004

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND

at _____

IN RE:

*

CASE NO. _____
CHAPTER 13

*

Debtor(s)

*

*

Movant(s)

*

vs.

*

Respondent(s)

*

**ORDER GRANTING MOTION TO VALUE COLLATERAL
AND TO AVOID SECURITY INTEREST**

Having considered debtor's motion, and any response filed thereto, and it appearing that proper notice has been given, pursuant to 11 U.S.C. § 506, it is by the United States Bankruptcy Court for the District of Maryland,

ORDERED, that the value of the collateral securing Respondent's claim is \$_____; and it is further

ORDERED, that to the extent Respondent's claim exceeds the value of its collateral, it is unsecured; and it is further

ORDERED, that at such time as a discharge Order is entered in this case pursuant to 11 U.S.C. § 1328, the lien held in favor of Respondent on the property described below is void to the extent of Respondent's unsecured claim:

[List of collateral];

and it is further

ORDERED, that the claim of Respondent herein shall be treated under debtor's plan as an allowed secured claim in an amount not to exceed the value of Respondent's collateral and as an allowed, general unsecured claim for the balance.

cc: Trustee
Debtor(s)
Debtor(s)' Attorney
Respondent
U.S. Trustee

End of Order

Local Bankruptcy Form L

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND**
_____ **Division**

In

*

*

Case No. _____

*

Chapter 13

*

Debtor

*

CHAPTER 13 PLAN

~ Original Plan ~ Amended Plan ~ Modified Plan

The Debtor proposes the following Chapter 13 plan and makes the following declarations:

1. The future earnings or other income of the Debtor are submitted to the supervision and control of the Trustee, and Debtor will pay as follows:
 - a. \$_____ per month for a term of _____ months. OR
 - b. \$_____ per month for _____ month(s),
 \$_____ per month for _____ month(s),
 \$_____ per month for _____ month(s), for a
 total term of _____ months. OR
 - c. \$_____ per month prior to confirmation of this plan, and
 \$_____ per month after confirmation of this plan, for a total term of _____ months.
2. From the payments received, the Trustee will make the disbursements described below:
 - a. Trustee commissions.
 - b. Administrative claims under 11 U.S.C. §507(a)(1), including attorney's fee balance of \$_____ (unless allowed for a different amount upon prior or subsequent objection).
 - c. Other priority claims defined by 11 U.S.C. §507(a)(2)-(9). The Debtor anticipates the following priority claims:
 - d. Concurrent with payments on non-administrative priority claims, the Trustee will pay secured creditors as follows:
 - i. Pre-petition arrears on the following claims will be paid under the plan while the Debtor maintains post-petition payments directly (designate the amount of anticipated arrears):
 - ii. The following secured claims will be paid in full, as allowed, at the designated interest rates:

Local Bankruptcy Form M

- iii. The following secured claims will be satisfied through surrender of the collateral securing the claims (describe the collateral) and any allowed claims for deficiencies will be paid pro rata with general unsecured creditors; upon confirmation of the plan, the automatic stay is lifted, if not modified earlier, as to the collateral of the listed creditors:

- iv. The following secured claims are not affected by this plan and will be paid outside of the plan directly by the Debtor:

- v. If any secured claim not described in the previous paragraphs is filed and not disallowed, that claim shall be paid or otherwise dealt with outside the plan directly by the Debtor, and it will not be discharged upon completion of the plan.

- e. After payment of priority and secured claims, the balance of funds will be paid pro rata on allowed general, unsecured claims. (If there is more than one class of unsecured claims, describe each class.)

- 3. The amount of each claim to be paid under the plan will be established by the creditor's proof of claim or superseding Court order. The Debtor anticipates filing the following motion(s) to value a claim or avoid a lien. (Indicate the asserted value of the secured claim for any motion to value collateral.):

- 4. Secured Creditors will retain their liens.

- 5. The following executory contracts are assumed (or rejected, so indicate):

- 6. Title to property shall revert in the Debtor when the Debtor is granted a discharge pursuant to 11 U.S.C. §1328.

Date

Debtor

Attorney for Debtor

Joint Debtor

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND**

In Re:

*
*
*
*
*
*Case No. _____
Chapter 11

Debtor(s)

CHAPTER 11 FINAL REPORT AND MOTION FOR FINAL DECREE

The following is the report of payments made pursuant to the Plan, confirmed by this

Court on _____ .

TOTAL DISTRIBUTION

PERCENTAGE OF CLAIMS PAID OR PROPOSED TO BE PAID TO THE
GENERAL CLASS OF UNSECURED CREDITORS WITHIN THE PLAN

_____%

A. Gross Cash Receipts:

Paid Proposed Total

B. Priority Payments of Expenses of
Administration Other Than Operating
Expenses:

1. Trustee's commission (if any)

2. Fee and expenses, Trustee's Counsel

C. Other Professional Fees and Expenses:

1. Fees and expenses, Accountants

2. Fees and expenses, Auctioneers and
Appraisers

3. Fees and expenses, Attorneys for Debtor

4. Other professional fees (specify)

5. Taxes, fines, penalties, etc.

6. Other expenses of administration (must
be itemized: includes bond premiums,
settlement costs, other expenses)

7. Total

	<u>Paid</u>	<u>Proposed</u>	<u>Total</u>
D. Payments to creditors: (totals under each category sufficient)			
1. Payments to secured creditors	_____	_____	_____
2. Payments to priority creditors	_____	_____	_____
3. Payments to unsecured creditors	_____	_____	_____
4. Payments to equity security holders	_____	_____	_____
E. Other payments: (including surplus payments to debtor)	_____	_____	_____
F. <u>TOTAL DISTRIBUTION</u>			_____

The Plan Proponent, (or Trustee if appointed) hereby avers that all provisions of the Plan have been substantially consummated. Wherefore, the Plan Proponent (or Trustee), having fully administered this estate, prays for entry of a Final Decree.

DATE: _____

Attorney for Plan Proponent
(or Trustee)

cc: Creditor's Committee (or counsel), or
20 largest Unsecured Creditors

U.S. Trustee

Postco 6.3 2002

**LOCAL RULES
U. S. DISTRICT COURT, DISTRICT OF MARYLAND**

IV. BANKRUPTCY PROCEEDINGS

Rule 401. Rules in Bankruptcy Court Proceedings

Proceedings in the Bankruptcy Court shall be governed by Local Bankruptcy Rules as adopted from time to time by order of the Court.

Rule 402. Referral of Bankruptcy Cases and Proceedings

Pursuant to 28 U.S.C. Section 157(a), all cases under Title 11 of the United States Code and proceedings arising under Title 11 or arising in or related to cases under Title 11 shall be deemed to be referred to the Bankruptcy Judges of this District.

Rule 403. Appeals to the District Court

1. Manner of Appeal

a. Generally. Appeals to the District Court from the Bankruptcy Court shall be taken in the manner prescribed in Part VIII of the Bankruptcy Rules, Rules 8001 et. seq.

b. Bankruptcy Court Opinion and Order. Appellant shall provide with the opening brief a copy of the Bankruptcy Court opinion and order from which the appeal is being taken.

2. Dismissal for Non-Compliance With Bankruptcy Rule 8006

Whenever the appellant fails to designate the contents of the record on appeal or to file a statement of the issues to be presented on appeal within the time required by Bankruptcy Rule 8006, the Bankruptcy Clerk shall forward forthwith to the Clerk of the District Court a partial record

consisting of a copy of the order or judgment appealed from, the notice of appeal, a copy of the docket entries and such other papers as the Bankruptcy Clerk deems relevant to the appeal. (The District Court may thereafter order the Bankruptcy Clerk to transmit any other relevant papers to the Clerk of the District Court). When the partial record has been filed in the District Court the Court may, upon motion of the appellee (which is to be filed in the District Court) or upon its own initiative, dismiss the appeal for non-compliance with Bankruptcy Rule 8006 after giving the appellant an opportunity to explain the non-compliance and upon considering whether the non-compliance had prejudicial effect on the other parties.

3. Dismissal for Non-Compliance With Bankruptcy Rule 8009

Whenever the appellant fails to serve and file a brief within the time required by Bankruptcy Rule 8009, the District Court may, upon motion of the appellee (to be filed in the District Court) or upon its own initiative, dismiss the appeal after giving the appellant an opportunity to explain the non-compliance and upon considering whether the non-compliance had prejudicial effect on the other parties.

4. Procedure Re Motion To Stay Pending Appeal

An appellant seeking a stay pending appeal by the District Court of an order entered by the Bankruptcy Court shall file with the Clerk of the District Court a motion to stay and copies of all papers in the record of the Bankruptcy Court relevant to the appeal. Upon the filing of these papers the Clerk of the District Court shall immediately open a civil file and the District Court shall give immediate consideration to the motion to stay. If the underlying appeal is ultimately perfected, it will be assigned the same civil action number as was assigned to the motion to stay.

5. Bankruptcy Court Certification Re Interlocutory Appeal

Whenever there has been filed in the District Court an application for leave to appeal an interlocutory order of the Bankruptcy Court, the Bankruptcy Court shall, upon request of the District Court, submit to the District Court a written certification stating whether, in its opinion, the interlocutory order involves a controlling question of law as to which there is substantial ground for difference of opinion and whether an immediate appeal of it may materially advance the ultimate termination of the case. The District Court shall thereafter determine whether to grant or deny the application for leave to appeal.

Rule 404. Rules of Procedure Under 28 U.S.C. Section 1334

A. Filing of Pleadings and papers

1. General Rule

When a case or proceeding has been referred by this Court to the Bankruptcy Court, all papers and pleadings in or related to such case or proceeding shall be filed with the Clerk in the Bankruptcy Court pursuant to Local Bankruptcy Rules 1 and 2.

2. Withdrawal of Reference of Certain Bankruptcy Proceedings

a. Filing of Motion for Withdrawal of Reference With Bankruptcy Clerk

A motion pursuant to 28 U.S.C. § 157(d) to withdraw the reference of any bankruptcy case, contested matter or adversary proceeding referred to the Bankruptcy Court pursuant to 28 U.S.C. § 157(a) shall be filed with the Clerk in the Bankruptcy Court.

b. Withdrawal of Reference of Bankruptcy Cases

A motion to withdraw the reference of a case to the Bankruptcy Court must be timely filed, and in any event, before the case is closed.

c. Withdrawal of Reference of Adversary Proceeding or Contested Matter

A motion to withdraw an adversary proceeding or a contested matter which has been referred to the Bankruptcy Court must be filed by the earlier of eleven (11) days before the date scheduled for the first hearing on the merits and,

i. in the case of an adversary proceeding, within twenty (20) days after the last pleading is permitted to be filed pursuant to Bankruptcy Rule 7012; or

ii. in the case of a contested matter, within twenty (20) days after the last memorandum is permitted to be filed pursuant to Local Bankruptcy Rule 9013-1(b)(3).

3. Filing of Pleadings In Transferred Cases

a. If an entire case has been transferred from the Bankruptcy Court, all pleadings and papers in or related to such case shall be filed with the Clerk in the District Court.

b. Where only a portion of an entire case has been transferred, pleadings and papers with respect to the case (including any parts thereof that have been withdrawn, transferred, or removed) shall continue to be filed with the Clerk in the Bankruptcy Court. The Clerk in the Bankruptcy Court shall keep a docket sheet of all pleadings and papers filed in bankruptcy-related matters which are to be transferred to the District Court. All such pleadings and papers shall be formally transferred to the Clerk in the District Court promptly following the entry of the pleading or paper upon the docket sheet of the Bankruptcy Court.

4. Upon withdrawal, transfer or removal of any complaint to the District Court, plaintiff shall forward to defendant a notice and request to waive service of summons or the Clerk shall issue a District Court summons pursuant to F.R. Civ. P. 4(d) unless either of the aforementioned has already occurred pursuant to the Bankruptcy Rules.

5. This subsection (5) governs proceedings in personal injury tort and wrongful death actions which must be tried in the District Court pursuant to 28 U.S.C. § 157(b)(5). Except for the procedures contained within this subsection, these personal injury tort and wrongful death actions shall be instituted and all pleadings and papers filed in the same manner as all other cases under 28 U.S.C. § 1334. However, beneath the bankruptcy number, the pleading or other paper shall designate the pleading or paper as a "SECTION 157(b)(5) MATTER." When filing a complaint a completed civil cover sheet (A.O. Form JS-44) should be submitted beneath the cover sheet required by Local Bankruptcy Rule 7003-1. No summons shall be issued until the case is transferred to the District Court. However, upon filing the complaint, the Clerk in the Bankruptcy Court shall immediately transfer the case to the District Court and plaintiff shall forward to defendant(s) a notice and request to waive service of summons or the Clerk of the District Court shall issue a summons pursuant to Fed. R.Civ.P. 4(d).

B. Motions Concerning Venue in Bankruptcy Cases and Proceedings

All motions concerning venue in cases arising under Title 11 or arising in or related to cases under Title 11 shall be determined by the Bankruptcy Court, except in those cases to be tried in the District Court pursuant to 28 U.S.C. § 157(b)(5).

Rule 405. Jury Trial

a. Demand. In any bankruptcy proceeding any party may demand a trial by jury of any issue triable of right by jury by (1) serving upon the other parties a demand therefor in writing at any time after the commencement of the action and not later than 10 days after the service of the last pleading directed to such issue, and (2) filing the demand as required by Bankruptcy Rule 7005. Such demand may be indorsed upon a pleading of the party. If the adversary proceeding is one that has been removed from another court, any demand previously made under the rules of that court shall constitute a demand for trial by jury under this rule.

b. Specification of Issues. In the demand a party may specify the issues which the party wishes so tried; otherwise the party shall be deemed to have demanded trial by jury for all the issues so triable. If the party has demanded trial by jury for only some of the issues, any other party within 10 days after service of the demand or such lesser time as the court may order, may serve a demand for trial by jury of any other or all of the issues of fact in the action.

c. Waiver. The failure of a party to serve and file a demand as required by this rule constitutes a waiver by the party of trial by jury. A demand for trial by jury made as herein provided may not be withdrawn without the consent of the parties.

APPENDIX B**CROSS-REFERENCE**

**FEDERAL RULES OF BANKRUPTCY PROCEDURE
to
U.S. DISTRICT COURT OF MARYLAND LOCAL RULES**

FRBP		LDCR
9029.1	Rules in Bankruptcy Court Proceedings	401
9029.2	Referral of Bankruptcy Cases and Proceedings	402
	Appeals to the District Court	403
8001.1	Manner of Appeal	403.1
8006.1	Dismissal for Non-Compliance with FRBP 8006	403.2
8009.1	Dismissal for Non-Compliance with FRBP 8009	403.3
8005.1	Procedure Re: Motion to Stay Pending Appeal	403.4
8003.1	Bankruptcy Court Certification Re: Interlocutory Appeal	403.5
	Rules of Procedure Under 28 U.S.C. § 1334	404
9029.3	Filing of Pleadings and Papers/General Rule	404.A(1)
5011.1	Withdrawal of Reference of Certain Bankruptcy Proceedings/Filing of Motion for Withdrawal of Reference with Bankruptcy Clerk	404.A(2)(a)
5011.1(a)	Withdrawal of Reference of Bankruptcy Cases	404.A(2)(b)
5011.1(b)	Withdrawal of Reference of Adversary Proceeding or Contested Matter	404.A(2)(c)
5011.1(c) /9027	Filing of Pleadings in Transferred Cases	404.A(3)
1014/9030	Motions Concerning Venue in Bankruptcy Cases and Proceedings	404.B
9015.1 /9029	Jury Trial/Demand	405.(a)
9015.2 /9029	Specification of Issues	405.(b)
9015.3 /9029	Waiver	405.(c)

**DISCOVERY GUIDELINES OF THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF MARYLAND**

GUIDELINE 1: CONDUCT OF DISCOVERY

- a. The purpose of these Guidelines is to facilitate the just, speedy, and inexpensive conduct of discovery in all civil cases before the Court, and these Guidelines will be construed and administered accordingly with respect to all attorneys, parties, and non-parties involved in discovery of civil cases before this Court.
- b. Compliance with these Guidelines will be considered by the Court in resolving discovery disputes, including whether sanctions should be awarded pursuant to Fed. R. Civ. P. 37.
- c. Attorneys are expected to behave professionally and with courtesy towards all involved in the discovery process, including but not limited to opposing counsel, parties and non-parties.
- d. Whenever possible, attorneys are expected to communicate with each other in good faith throughout the discovery process to resolve disputes without the need for intervention by the Court. In the event that such good faith efforts are unsuccessful, the disputes should be referred promptly to the Court for resolution.
- e. To the extent that any part of these Guidelines is considered by the Court to conflict with any Federal Rule of Civil Procedure, Local Rules of this Court, or order of this Court in a particular case, then the conflicting rule or order should be considered to be governing.

GUIDELINE 2: STIPULATIONS SETTING DISCOVERY DEADLINES

Subject to approval by the Court, attorneys are encouraged to enter into written discovery stipulations to supplement the Court's scheduling order.

GUIDELINE 3: EXPERT WITNESS FEES

- a. Unless counsel agree that each party will pay its own experts, the party taking an expert witness' deposition ordinarily pays the expert's fee for the time spent in deposition and related travel. *See* L.R. 104.11.a. Accordingly, counsel for the party that designated the expert witness should try to assure that the fee charged by the expert to the party taking the deposition is fair and reasonable. In the event a dispute arises as to the reasonableness or other aspects of an expert's fee, counsel should promptly confer and attempt in good faith to resolve the dispute without the involvement of the Court. If counsel are unsuccessful, the expert's deposition shall proceed on the date noted, unless the Court orders otherwise, and the dispute respecting payment shall be brought to the Court's attention promptly. The factors that may be considered in determining whether a fee is reasonable include, but are not limited to: (1) the expert's area of expertise; (2) the expert's education and training; (3) the fee being charged to the party who designated the expert; and (4) the fees ordinarily charged by the expert for non-litigation services, such as office consultations with patients or clients.
- b. Recognizing that a treating physician may be considered both a fact witness and an expert, the Court has chosen to impose a specific limitation on the fee a treating physician may charge to either party. It is implicit in L.R. 104.11.b, which requires counsel to estimate the hours of deposition time required, that the physician may charge a fee for the entire time he or she reserved in accordance with the estimate, even if counsel conclude the deposition early. Further, unless the physician received notice at least two business days in advance of

a cancellation, the physician is entitled to be paid for any time reserved that cannot reasonably be filled. Every effort should be made to schedule depositions at a time convenient for the witness, and to use videotaped *de bene esse* depositions rather than requiring the physician's presence at trial. Note that the Rule does not limit the reasonable fee a treating physician may charge if required to testify in Court.

GUIDELINE 4: SCHEDULING DEPOSITIONS

- a. Attorneys are expected to make a good faith effort to coordinate deposition dates with opposing counsel, parties, and non-party deponents, prior to noting a deposition.
- b. Before agreeing to a deposition date, an attorney is expected to attempt to clear the date with his/her client if the client is a deponent, or wishes to attend the deposition, and with any witnesses the attorney agrees to attempt to produce at the deposition without the need to have the witness served with a subpoena.
- c. An agreed upon deposition date is presumptively binding. An attorney seeking to change an agreed upon date has a duty to coordinate a new date before changing the agreed date.

GUIDELINE 5: DEPOSITION QUESTIONING, OBJECTIONS AND PROCEDURE

- a. An attorney should not intentionally ask a witness a question that misstates or mischaracterizes the witness' previous answer.
- b. During the taking of a deposition, it is presumptively improper for an attorney to make objections which are not consistent with Fed. R. Civ. P. 30(d)(1). Objections should be stated as simply, concisely and non-argumentatively as possible to avoid coaching or making suggestions to the deponent, and to minimize interruptions in the questioning of the deponent (for example: "objection, leading"; "objection, asked and answered"; "objection, compound question"; "objection, form"). If an attorney desires to make an objection for the record during the taking of a deposition that reasonably could have the effect of coaching or suggesting to the deponent how to answer, then the deponent, at the request of any of the attorneys present, or, at the request of a party if unrepresented by an attorney, shall be excused from the deposition during the making of the objection.
- c. An attorney should not repeatedly ask the same or substantially identical question of a deponent if the question already has been asked and fully and responsively answered by the deponent. Upon objection by counsel for the deponent, or by the deponent if unrepresented, it is presumptively improper for an attorney to continue to ask the same or substantially identical question of a witness unless the previous answer was evasive or incomplete.
- d. It is presumptively improper to instruct a witness not to answer a question during the taking of a deposition unless under the circumstances permitted by Fed. R. Civ. P. 30(d)(1). However, it is also presumptively improper to ask questions clearly beyond the scope of discovery permitted by Fed. R. Civ. P. 26(b)(1), particularly of a personal nature, and continuing to do so after objection shall be evidence that the deposition is being conducted in bad faith or in such a manner as unreasonably to annoy, embarrass, or oppress the deponent or party, which is prohibited by Fed. R. Civ. P. 30(d)(3).
- e. If requested to supply an explanation as to the basis for an objection, the objecting attorney should do so, consistent with Guideline 5(b) above.
- f. While the interrogation of the deponent is in progress, neither an attorney nor the deponent should initiate a private conversation except for the purpose of determining whether a privilege should be asserted. To do so otherwise is presumptively improper.

- g. During breaks in the taking of a deposition, no one should discuss with the deponent the substance of the prior testimony given by the deponent during the deposition. Counsel for the deponent may discuss with the deponent at such time whether a privilege should be asserted or otherwise engage in discussion not regarding the substance of the witness's prior testimony.
- h. Unless otherwise ordered by the Court, the following persons may, without advance notice, attend a deposition: individual parties; a representative of non-individual parties; and expert witnesses of parties. Except for the persons identified above, counsel shall notify other parties not later than five (5) business days before the taking of a deposition if counsel desires to have a non-party present during a deposition. If the parties are unable to agree to the attendance of this person, then the person shall not be entitled to attend the deposition unless the party desiring to have the person attend obtains a Court order permitting him/her to do so. Unless ordered by the Court, however, a dispute regarding who may attend a deposition shall not be grounds for delaying the deposition. All persons present during the taking of a deposition should be identified on the record before the deposition begins.
- i. Except for the person recording the deposition in accordance with Fed. R. Civ. P. 30(b), during the taking of a deposition no one may record the testimony without the consent of the deponent and all parties in attendance, unless otherwise ordered by the Court.

GUIDELINE 6: ASSERTIONS OF PRIVILEGE AT DEPOSITIONS

- a. When a claim of privilege is asserted during a deposition, and information is not provided on the basis of such assertion:
 - i. In accordance with Fed. R. Civ. P. 26(b)(5), the person asserting the privilege shall identify during the deposition the nature of the privilege (including work product) that is being claimed.
 - ii. After a claim of privilege has been asserted, the person seeking disclosure shall have reasonable latitude during the deposition to question the witness to establish other relevant information concerning the assertion of privilege, including: (i) the applicability of the particular privilege being asserted; (ii) any circumstances which may constitute an exception to the assertion of the privilege; (iii) any circumstances which may result in the privilege having been waived; and (iv) any circumstances that may overcome a claim of qualified privilege. In accordance with Fed. R. Civ. P. 26(b)(5), the party asserting the privilege, in providing the foregoing information, shall not be required to reveal the information which is itself privileged or protected from disclosure.

GUIDELINE 7: MAKING A RECORD OF IMPROPER CONDUCT DURING A DEPOSITION

Upon request of any attorney, party unrepresented by an attorney, or the deponent if unrepresented by an attorney, the person recording the deposition in accordance with Fed. R. Civ. P. 30(b) shall enter on the record a description by the requesting person of conduct of any attorney, party, or person attending the deposition which violates these guidelines, the Federal Rules of Civil Procedure, or the Local Rules of this Court.

GUIDELINE 8: DELAY IN RESPONDING TO DISCOVERY REQUESTS

a. Interrogatories, Requests for Production of Documents, and Requests for Admission of Facts and Genuineness of Documents.

The Federal Rules of Civil Procedure designate the time prescribed for responding to interrogatories, requests for production of documents, and requests for admission of facts and genuineness of documents. Nothing contained in these guidelines modifies the time limits prescribed by the Federal Rules of Civil Procedure. Attorneys shall make good faith efforts to respond to discovery requests within the time prescribed by those rules.

Absent exigent circumstances, attorneys seeking additional time to respond to discovery requests shall contact opposing counsel as soon as practical after receipt of the discovery request, but not later than three days before the response is due. In multiple party cases, the attorney wanting additional time shall contact the attorney for the party propounding the discovery.

A request for additional time which does not conflict with a scheduling deadline imposed by the Federal Rules of Civil Procedure, the Local Rules of this Court, or a Court order should not be unreasonably refused. If a request for additional time is granted, the requesting party shall promptly prepare a writing which memorializes the agreement, which shall be served on all parties but need not be submitted to the Court for approval.

Unless otherwise provided by the Local Rules of this Court, no stipulation which modifies a Court-imposed deadline shall be deemed effective unless and until the Court approves the stipulation.

b. Depositions.

Unless otherwise ordered by the Court or agreed upon by the parties, eleven days' notice shall be deemed to be "reasonable notice" within the meaning of Fed. R. Civ. P.30(b)(1), for the noting of depositions.

GUIDELINE 9: INTERROGATORIES, REQUESTS FOR PRODUCTION OF DOCUMENTS, ANSWERS TO INTERROGATORIES, AND WRITTEN RESPONSES TO DOCUMENT REQUESTS

- a. A party may object to an interrogatory, document request, or part thereof, while simultaneously providing partial or incomplete answers to the request. If a partial or incomplete answer is provided, the answering party shall state that the answer is partial or incomplete.
- b. No part of an interrogatory or document request should be left unanswered merely because an objection is interposed to another part of the interrogatory or document request.
- c. In accordance with Fed. R. Civ. P. 26(b)(5), where a claim of privilege is asserted in objecting to any interrogatory, document request, or part thereof, and information is not provided on the basis of such assertion:
 - i. The party asserting the privilege shall, in the objection to the interrogatory, document request, or part thereof, identify with specificity the nature of the privilege (including work product) that is being claimed;

- ii. The following information should be provided in the objection, if known or reasonably available, unless divulging such information would cause disclosure of the allegedly privileged information;
 - a. For oral communications:
 - i. the name of the person making the communication and the names of persons present while the communication was made, and, where not apparent, the relationship of the persons present to the person making the communication;
 - ii. the date and place of the communication; and
 - iii. the general subject matter of the communication.
 - b. For documents:
 - i. the type of document;
 - ii. the general subject matter of the document;
 - iii. the date of the document; and
 - iv. such other information as is sufficient to identify the document, including, where appropriate, the author, addressee, custodian, and any other recipient of the document, and, where not apparent, the relationship of the author, addressee, custodian, and any other recipient to each other.
- iii. Within twenty days after the receipt of the information contained in paragraph (ii), the party seeking disclosure of the information withheld may serve a motion to compel in accordance with L.R. 104.8.
- d. In addition to paper copies, parties are encouraged, but not required, to exchange discovery requests and responses on computer disk in an ASCII or other commonly-accepted format, if requested, in order to reduce the clerical effort required to prepare responses and motions.

COMPENSATION GUIDELINES FOR PROFESSIONALS
IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND

The following guidelines apply to professional fee applications in all bankruptcy cases in the United States Bankruptcy Court for the District of Maryland. These guidelines shall apply to all professionals seeking compensation pursuant to 11 U.S.C. §§327, 328, 330 and 331, including attorneys, accountants, examiners, investment bankers and real estate advisors, unless the court, in the order employing such professional or other order, provides otherwise. These guidelines set forth information to be contained in both interim and final applications for the approval of fees and expenses.

Although conformity to these guidelines will ensure that certain necessary information is included to assist the court in its review of professional fee applications, it must be remembered that the following are guidelines only. Applications for compensation may vary from case to case, and each application must be reviewed on its own merits depending upon the facts and circumstances of the case. Familiarity with and adherence to the following guidelines will, it is hoped, promote the submission of more uniform professional fee applications containing adequate information, and facilitate a meaningful review process and more expeditious action by the court.

A. Format of Fee Applications.

Bankruptcy Rule 2016(a) sets forth certain requirements with respect to professional fee applications. The application should set forth a detailed statement of (1) the services rendered, (2) the time expended, (3) the expenses incurred, (4) the amounts requested, (5) the rates charged for such services, (6) how the services rendered were necessary to the administration of, or beneficial at the time at which the

services were rendered toward the completion of, the case, (7) information relevant to a determination that the services were performed within a reasonable amount of time commensurate with the complexity, importance and nature of the problem, issue or task addressed, and (8) an affirmation that the compensation requested is reasonable based upon the customary compensation and reimbursement of expenses charged by the applicant and comparably skilled professionals in nonbankruptcy matters. In addition, applications should include a statement as to what payments have been made or promised to the applicant, the source of the compensation paid or promised, whether there is any sharing arrangement and the particulars as to any such sharing arrangement. Applications should also set forth the date the order approving employment was entered and the dates of entry of any previous orders approving interim compensation to the applicant and the amounts of compensation previously approved. Finally, fee applications should include a "lodestar" analysis and discussion of the factors identified in Johnson v. Georgia Highway Express, Inc., 488 F.2d 714 (5th Cir. 1974), and adopted by the Fourth Circuit in Barber v. Kimbrell's, Inc., 577 F.2d 216 (4th Cir. 1978), Anderson v. Booth, 658 F.2d 246 (4th Cir. 1978) and Harman v. Levin, 772 F.2d 1150 (4th Cir. 1985).

B. Description of Services Rendered and Time Expended.

Daily time sheets or a listing of daily time entries, in legible form, should be included in or attached to the application.^{1/} The time sheets or time entries should provide an itemized listing of all services performed by each professional and paraprofessional and the time spent on each matter indicated. The applicable billing rate for each professional and paraprofessional should be indicated.

^{1/} Fee applications for matters handled on a contingent fee basis and applications required to be submitted pursuant to §506(b) should also conform to the applicable format guidelines set forth herein.

Each professional and paraprofessional should record time in increments of tenths of an hour and keep contemporaneous time records. Time records should set forth in reasonable detail an appropriate narrative description of the services rendered. As a general rule, the description should include indications of the participants in and the length and nature of the activities undertaken. Examples of insufficient descriptions include "telephone call," "telephone call to X," "conference with client," "research," "review of documents," "review of pleadings," and "correspondence." Examples of satisfactory descriptions are set forth in footnote 3.

The broad "lumping" of services, or the grouping of different tasks within one block of time, should generally be avoided in favor of more specific descriptions.^{2/} In recording time for each day, each professional and paraprofessional may describe in one entry the nature of the services rendered on a given task during that day and the aggregate time expended that day on such task, provided, however, that if the professional or paraprofessional works more than one hour on a task on any given day, the time record for that day should include internally, within the description of services for that day, the amount of time spent on each particular activity. A hypothetical time record complying with the foregoing is included below.^{3/}

The description of services required to be set forth is not intended to require the disclosure of privileged or confidential information, provided, that if additional detail is required, the court may direct that such additional information be furnished subject to appropriate protective conditions. Information set forth in a fee

^{2/} Notwithstanding the general prohibition of "lumping", time entries for periods of one hour or less on a given day may be grouped together provided that a reasonable description of the services rendered within such time entry is provided.

^{3/} A complying time entry would be:

"internal conference with X re cash collateral (.3); revise draft motion re cash collateral (.8); conf. call with Y and Z re cash collateral hearing (.5); review documents re cash collateral motion (1.1); legal research re cash collateral hearing (.5) ... Total Time 3.2"

application shall not operate as a waiver of any applicable privilege, including the attorney/client privilege or work product doctrine.

Charges for conferences between individuals in the same firm on the same case are not objectionable, if reasonable, necessary and limited. Similarly, more than one professional may charge for attending a meeting or hearing on behalf of the same client if such attendance is reasonable, necessary and limited. An explanation as to why more than one professional attended such meeting or hearing may in certain circumstances be required, particularly if such multiple professional attendance does not appear to be reasonable in a particular situation.^{4/}

Ordinarily, time entries should be organized by tasks and presented chronologically. An applicant should either organize the time sheets or present a time entry listing by discrete tasks where an application covers multiple tasks undertaken by the applicant during the time period covered by the application. Within each task identified, the time entries of all timekeepers working on such task should appear chronologically. In addition, the application should include a summary by timekeeper of the time spent on each task, the billing value for each timekeeper and a total billing amount for each task. Finally, the application should also include a brief narrative description as to why each task was undertaken, the current status thereof and the results or benefits achieved to date.

It is not the intent of these guidelines to set forth a definitive listing of what tasks should be separately identified in each case or each professional fee application. However, where a discrete activity can reasonably be expected to continue over a period of at least three months and can reasonably be expected to constitute 10-20% or more of the fees to be sought for an interim period, the professional should

^{4/} In appropriate cases where there are multiple counsel from different firms representing the same party, such counsel may be required to submit their applications simultaneously.

present a separate chronological listing of time entries for such matter to the extent reasonably practicable. Examples of categories which might comprise separate tasks in a particular case are set forth below.^{5/}

Subject to court approval, a trustee may employ himself or herself, or a firm with which the trustee is affiliated, as a professional. In such cases, applications for compensation should distinguish services rendered as trustee from those rendered by the professional seeking compensation.

Compensation sought for time spent traveling should indicate the mode and time of travel, the necessity for travel and whether any substantive work was performed while traveling (e.g., preparing for hearing). If excessive or unreasonable, compensation for travel time may be reduced. If time is spent during travel working on other matters, such travel time should not also be billed to the bankruptcy case.

^{5/} Sample Task Listing for Attorneys

Asset analysis and recovery.
Asset disposition/sales/leases/executory contracts.
Business operations.
Case administration.
Claims administration and objections.
Fee/employment applications and objections.
Financing/cash collateral.
Litigation [separately identify larger litigation matters
as discrete tasks].
Meetings of creditors.
Plan and disclosure statement.

Sample Task Listing for Accountants

Accounting/auditing.
Business analysis.
Corporate finance.
Data analysis.
Litigation consulting.
Tax issues.
Valuation/projections.

Compensation for time spent preparing and defending fee applications is appropriate if reasonable. Compensation for the preparation of fee applications will be based on the level and skill reasonably required to prepare the application.

C. Reimbursement for Disbursements and Expenses.

Disbursements and expenses for which reimbursement is sought should be summarized in the fee application by category and any unusual items explained. Excessive charges will not be reimbursed. The following are guidelines with respect to some (but not necessarily all) of the categories of reimburseable disbursements and expenses:

Photocopying. The applicable charge for photocopying should be the actual cost of such copying not to exceed 20¢ per page or, if an outside service is used, the actual cost of such copying.

Facsimile Transmission. Charges for out-going facsimile transmissions to long-distance telephone numbers are reimburseable at the lower of (i) toll charges or (ii) if such amount is not readily determinable, \$1.25 per page for domestic and \$2.50 per page for international transmissions. Charges for incoming facsimile transmissions are not reimburseable.

Mileage. The applicable charge for automobile mileage should not exceed the government approved rate, plus actual parking charges incurred.

Travel. The actual expenses incurred for out-of-town travel are reimburseable. However, first-class airfare, luxury accommodations and deluxe meals are not reimburseable, nor are personal or incidental charges unless necessary as a result of unforeseen circumstances.

Computerized Legal Research. Reasonable expenses may be charged for computerized legal research, including Lexis and Westlaw, provided that there is a description of the legal research undertaken and the charges do not exceed the actual cost to the attorney.

Postage, Telephone, Courier and Freight. The cost of postage, freight, overnight delivery, courier services and telephone toll charges may be reimbursable, if reasonably incurred. Only the long distance component of cellular telephone charges is reimbursable. Charges for services such as messengers and overnight mail should not be incurred indiscriminately. Charges for local telephone services are not reimbursable. If normal, routine first-class postage is not customarily charged to other clients, then such postage would not be reimbursable; however, special postage charges or bulk mailings would ordinarily be reimbursable.

Court Costs. Court costs and disbursements are reimbursable.

Meals. Charges for meals are generally not reimbursable unless justified under appropriate circumstances or unless incurred as part of otherwise reimbursable out-of-town travel.

Overtime Charges. Overtime for non-professional and paraprofessional staff is reimbursable only if specifically justified in the application as necessary under the circumstances. Overtime charges for professional staff is not reimbursable.

Word Processing, Proofreading, Secretarial and Other Staff Services. Daytime, ordinary business hour charges for word processing, proofreading, secretarial, library and other staff services (exclusive of paraprofessional services) are generally considered office overhead items and, therefore, not reimbursable unless specifically justified in exceptional circumstances.

With respect to all disbursements and expenses for which reimbursement is sought, it must be understood that they must be of a kind and at a rate customarily charged to and collected from other clients and subject to the test of reasonableness under the circumstances of each case.

Each professional fee application in which the applicant is seeking reimbursement for expenses should include a statement that, with respect to expenses for which reimbursement is sought, the applicant is familiar with and has submitted

the application in conformity with the "Compensation Guidelines for Professionals in the United States Bankruptcy Court for the District of Maryland."

D. Lodestar Analysis, Johnson Factors And Billing Judgment.

Each professional fee application should contain a "lodestar" analysis and discussion of the Johnson v. Georgia Highway Express, Inc. (supra) factors, as adopted by the Fourth Circuit in Barber v. Kimbrell's, Inc. (supra), including a statement as to the professional's application of billing judgment to the compensation sought by such professional.

The "lodestar" analysis should include a summary listing the name of each professional and paraprofessional for whom compensation is sought, the number of hours worked by each identified individual, that individual's hourly rate (which should not exceed such individual's standard hourly rate in other bankruptcy and non-bankruptcy matters), the total compensation sought for each such individual and a total of all compensation sought for the period in question, before and after applying billing judgment to the compensation requested. A similar detailed summary of disbursements and expenses by category should also be presented.

The fee application should discuss the application of the twelve Johnson v. Georgia Highway Express, Inc. factors, to the extent that they apply in each particular case. Those factors may be summarized as follows:

1. the time and labor expended;
2. the novelty and difficulty of the questions raised;
3. the skill required to properly perform the professional services rendered;
4. the professional's opportunity costs in pursuing the matter;
5. the customary fee for like work;
6. the professional's expectations as to compensation at the outset of the matter;
7. the time limitations imposed by the client or circumstances;
8. the amount in controversy and the results obtained;

9. the experience, reputation and ability of the professional;
10. the desirability or undesirability of the case within the professional community in which the case arose;
11. the nature and length of the professional relationship between the professional and client; and
12. professional fee awards in similar cases.

Not all of the foregoing twelve factors will be applicable to every fee application. However, they should be considered in the professional's exercise of billing judgment and discussed in the fee application. If a particular factor is not considered to be applicable, the application should so state. In addition, if the professional believes that other factors are relevant to the compensation requested, the foregoing list is not intended to be exhaustive. Professionals are encouraged to state all facts and circumstances that such professional believes to be relevant to the compensation requested.

In the final analysis, in making its determination with respect to a fee application and the amount of compensation to be awarded, the court will consider the nature, the extent, and the value of the services rendered.

**MARYLAND STATE BAR ASSOCIATION
CODE OF CIVILITY**

In May 1997, the Maryland State Bar Association's Board of Governors approved the following aspirational Code of Civility for all lawyers and judges in Maryland. MSBA encourages all Maryland lawyers and judges to honor and voluntarily adhere to the standards set forth in these codes. Civility is the cornerstone of the legal profession.

LAWYERS' DUTIES

1. We will treat all participants in the legal process, in a civil, professional, and courteous manner and with respect at all times and in all communications, whether oral or written. These principles are intended to apply to all attorneys who practice law in the State of Maryland regardless of the nature of their practice. We will refrain from acting upon or manifesting racial, gender, or other bias or prejudice toward any participant in the legal process. We will treat all participants in the legal process with respect.
2. We will abstain from disparaging personal remarks or acrimony toward any participants in the legal process and treat everyone with fair consideration. We will advise our clients and witnesses to act civilly and respectfully to all participants in the legal process. We will, in all communications, speak and write civilly and respectfully to the Court, staff, and other court or agency personnel with an awareness that they, too, are an integral part of the judicial system.
3. We will not encourage any person under our control to engage in conduct that would be inappropriate under these standards if we were to engage in such conduct.
4. We will not bring the profession into disrepute by making unfounded accusations of impropriety or attacking counsel, and absent good cause, we will not attribute bad motives or improper conduct to other counsel.
5. We will strive for orderly, efficient, ethical and fair disposition of litigation, as well as disputed matters that are not yet the subject of litigation, and for the efficient, ethical, and fair negotiation and consummation of business transactions.
6. We will not engage in conduct that offends the dignity and decorum of judicial and administrative proceedings, bring disorder to the tribunal or undermines the image of the legal profession, nor will we allow clients or witnesses to engage in such conduct. We will educate clients and witnesses about proper courtroom decorum and to the best of our ability, prevent them from creating disorder or disruption in the courtroom.
7. We will not knowingly misrepresent, mischaracterize, or misquote fact or authorities cited.
8. We will be punctual and prepared for all scheduled appearances so that all matters may begin on time and proceed efficiently. Furthermore, we will also educate everyone involved concerning the need to be punctual and prepared, and if delayed, we will notify everyone involved, if at all possible.
9. We will attempt to verify the availability of necessary participants and witnesses so we can promptly reschedule appearances if necessary.
10. We will avoid ex parte communications with the court, including the judge's staff, on pending matters in person (whether in social, professional, or other contexts), by telephone, and in letters and other forms of written communication, unless authorized.

JUDGES' RESPONSIBILITIES

1. We will not use hostile, demeaning or humiliating words in opinions or in written or oral communications with lawyers, parties or witnesses.
2. We will be courteous, respectful and civil to lawyers, parties, witnesses, and court personnel. We will maintain control of all court proceedings, recognizing that judges have both the obligation and the authority to ensure that judicial proceedings are conducted with dignity, decorum and courtesy to all.
3. Within the practical limits of time, we will afford lawyers appropriate time to present proper arguments and to make a complete and accurate record.
4. We will make reasonable efforts to decide promptly all matters presented for decision.
5. We will be considerate of professional and personal time schedules of lawyers, parties, witnesses and court staff in scheduling hearings, meetings, and conferences, consistent with the efficient administration of justice.
6. We will be punctual in convening trials, hearings, meetings, and conferences; if they are not begun when scheduled; proper and prompt notification will be given.
7. We will inform counsel promptly of any rescheduling, postponement, or cancellation of hearings, meetings or conferences.
8. We will work cooperatively with all other judges and other jurisdictions with respect to availability of lawyers, witnesses, parties and court resources.
9. We will treat each other with courtesy and respect.
10. We will conscientiously assist and cooperate with other jurists to assure the efficient and expeditious processing of cases, while, when possible, accommodating the trial schedule of all lawyers, parties and witnesses.

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